

# CHURCH STRETTON TOWN COUNCIL

## JOB DESCRIPTION

### 1. GENERAL INFORMATION

<b>JOB TITLE</b>	ADMINISTRATOR / PA
<b>CONTRACT</b>	Permanent Full-Time 37 hours per week
<b>SALARY</b>	SCP 5-6 (£21,575 - £21,968)
<b>REVISION NO.</b>	Newly Defined Role November 2022
<b>ACCOUNTABLE TO</b>	Town Clerk
<b>LOCATION</b>	Church Stretton Town Council Office
<b>OVERALL RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Undertaking administrative activities</li><li>• Providing PA support to the Town Clerk</li><li>• Researching and liaising with contractors and suppliers</li><li>• Assisting with marketing and event organisation</li><li>• Assisting in staffing the Town Council Office including dealing with both visitors to the office and telephone queries</li></ul>
<b>CONDITIONS OF SERVICE</b>	As per the Employee Handbook and other policies adopted by the Town Council

### 2. Job Purpose:

Church Stretton Town Council is privileged to be at the heart of a thriving community in a wonderful rural setting, offering a range of services and supporting a wealth of community groups and assets. We are looking for someone to help us meet the needs and address the challenges of our community, whilst ensuring that we achieve best value for money and cost efficiency in the delivery of services for the benefit of local residents and visitors to the town.

The focus of the role is for someone with strong organisational and office skills to join the team to support the Town Clerk. This will involve providing a comprehensive secretarial and administrative support; arranging and attendance at meetings as required and researching / liaising with contractors and suppliers working to project key dates.

### **3. Key Responsibilities**

#### **Main Tasks**

To provide a comprehensive secretarial and administrative support for the Town Clerk.

To research and liaise with contractors and suppliers, obtaining quotations for works planned by the Council, chasing up whenever necessary to ensure that information is received promptly to enable decisions to be made to assist with ensuring projects are kept to required deadlines; maintaining action lists and keeping the Town Clerk advised on outstanding matters in line with the Council's policies and procedures.

To keep a record of all quotations received and compile a list of preferred suppliers.

To assist in the development of events organised by the Council, including the attendance at meetings as required, and support on event days.

To assist in the marketing of activities undertaken by the Council and the wider area of the Strettons; including liaising with tourism, business, press and other agencies and attendance at meetings as required.

To assist the Town Clerk in the management of the Council's document retention policy, including the development of an effective disposals and archive system.

Organise meetings and receive visitors to the Town Clerk and attend meetings as requested to assist with minute taking.

To carry out typing of letters, reports, spreadsheets and project updates as required, using computer based software packages such as Microsoft Word, Excel etc.

To manage the work of the Town Clerk's office including sorting, organising, distributing and filing as appropriate; and maintaining the Town Clerk's current files and paperwork. Maintaining all the Town Clerk's confidential files and other confidential documentation.

To manage the Town Clerk's diary, make appointments and arrange meetings ensuring that a balance of workload and priority is maintained. Operate a diary system for outstanding correspondence and other projects.

Assist in the work of the Town Clerk by undertaking research and providing other background information as appropriate. Enter into correspondence, provide draft letters and short reports on the Town Clerk's behalf.

To provide cover for reception for the Office Manager.

**Personnel**

Work as part of a multi-disciplinary team, but also have the ability to work on own initiative.

Provide support to other officers within the Council as and when required, and in particular during times of holiday and sickness.

Work positively with other members of staff and councillors at the Council in a supportive manner.

Represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.

To actively and positively contribute to the appraisal process and to follow up agreed actions.

**Policies**

Carry out all duties in accordance with Church Stretton Town Council's adopted policies.

**Accountability**

To work with Town Clerk regarding the progress of delegated actions from Council and Committee meetings, to ensure that projects and activities are meeting proposed deadlines where possible.

**Personal Development**

Undertake from time to time any such training or attendance at relevant events as may be necessary or advisable as directed by the Town Clerk.

**Other Duties**

Undertake additional duties as reasonably requested by the Town Clerk when required.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good general education: 5 GCSEs or equivalent including Maths and English.	✓	
Evidence of managing projects		✓
<b>Knowledge &amp; Skills</b>		
Interpersonal relationship building and negotiation skills	✓	
Good numeracy and ability to understand financial data	✓	
Working knowledge of Local Government		✓
Ability to prioritise and plan workload effectively	✓	
IT skills - minimum requirement: Word, Excel, PowerPoint, use of email and the internet.	✓	
Excellent communication skills both written and verbal	✓	
Experience of use of marketing systems including social media and websites		✓
<b>Work Experience</b>		
Experience of working as part of a team		✓
<b>Behaviours and Characteristics</b>		
A 'service driven' and 'can do' attitude	✓	
A team player, service orientated, innovative, supportive, self-motivated, flexible and able to demonstrate commitment.	✓	
Excellent customer service focus.	✓	