

Job Description

OFFICE MANAGER / ASSISTANT TO THE TOWN CLERK

Hours:	Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required)).
NJC scale:	24 - 28 / £33,024 - £36,648
Responsible to:	Town Clerk / Responsible Finance Officer.
Purpose of job:	<p>To ensure day to day smooth running of the administration department.</p> <p>To ensure effective communication between the administration department and across other Town Council departments.</p> <p>To build good, professional working relationships with colleagues, Town Councillors, key stakeholders and members of the public.</p> <p>To ensure effective spend of the Town Council budgets in line with the Town Council policies, procedures, standing orders, financial regulations and the business plan.</p> <p>To assist the Town Clerk with Town Council duties and responsibilities on a day to day basis.</p> <p>To provide comprehensive Committee and Town Council meeting administration and support to the Town Clerk.</p>

Duties:

1. To support the Town Clerk in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
2. To maintain in good order all records and documents (Land, Leases, Minutes, Reports, Risk Assessments etc) relating to the Town Council and comply with statutory requirements.
3. To play an active role as a line manager in role modelling the behaviours and core values of the Town Council.

4. To independently line manage the admin staff providing inspiring leadership, guidance and mentoring support including setting quarterly and annual objectives, carrying out 1:1s as required and completing annual performance reviews.
5. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
6. To ensure the day to day smooth running of the Main Office and Reception and that all enquiries are dealt with in a polite and timely manner.
7. To ensure the reception area is well presented and clean and tidy at all times.
8. To assist the Town Clerk with various Town Council duties and responsibilities on a day to day basis.
9. To maintain confidentiality at all times.
10. To be responsible for the preparation of Committee, Sub Committee and Town Council agendas and reports jointly with the Admin Officer, liaising with different departments to ensure correct reports are uploaded and ready for the Town Clerks sign off.
11. To Clerk Planning and Licensing, Burial Authority and Joint Burial Board Committee meetings of the Town Council and in the absence or as directed by the Town Clerk, any other Committee and Town Council meeting.
12. To attend Committee, Sub Committee and Town Council evening meetings to take the minutes jointly with the Admin Officer and cover as required.
13. Action all resolutions and recommendations from Committee, Sub Committee and Town Council meetings in liaison with the Town Clerk.
14. To work with the Admin Team liaising with the Town Clerk to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
15. To work with the Town Clerk to ensure effective management of health and safety.
16. In the absence of the Town Clerk oversee the maintenance and inspections of Town Council assets including premises and open spaces reporting to Committee and Town Council meetings as required.
17. To be responsible for reviewing all IT equipment and software working within the available budgets liaising with the Town Clerk.

18. To oversee the burial administration service for Churchtown Cemetery, ensure all burial records are maintained reporting to the Town Clerk.
19. To be responsible for obtaining quotes for items relating to the administration department to form part of the budget review process / precept setting.
20. To support the Mayors Secretary with all Mayoral and civic events ensuring sufficient support is in place on the day.
21. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
22. To be an advocate for the Town Council business plan.
23. To attend management meetings, contributing towards the shared goal of achieving organisational excellence.
24. Contribute to the Town Council business plan for both the implementation of the current plan and progress the development for the town's business plan for the future.
25. To provide cover for staff (where trained to do so) when required and directed by the Town Clerk/RFO.
26. To work in accordance with the Town Council's policies and procedures.
27. To ensure the Town Council is compliant with Data Protection and General Data Protection Regulations.
28. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
29. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
30. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.