

SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT JOB DESCRIPTION

Hours:	20 hours per week. Monday – Friday, on a rota hours per week covering the operational needs of the Council, to be agreed by the Service Delivery Manager.
Responsible to:	Service Delivery Manager - Line Manager.
Purpose of job:	The post holder will support the Service Delivery Manager and Assistant Service Delivery Manager in the day to day functions of the Service Delivery Department of Saltash Town Council.

RESPONSIBILITIES

1. To support the Service Delivery Manager with all aspects of the administration within the Service Delivery Department.
2. To provide administrative assistance with the Burial Procedures Administration, jointly with the Assistant Service Delivery Manager and the Town Council's Administration Department.
3. To be responsible for the ordering of all Stationary, materials, equipment and sundries as directed by the Service Delivery Manager. Providing comprehensive administration throughout the process from initialisation to completion.
4. To support the Service Delivery Manager with recruitment for the Service Delivery Department.
5. To be responsible for maintaining stock levels of all materials ensuring that stock levels remain sufficient for the departments operational requirements.
6. To review and update and then manage all department filing regularly.
7. To assist with the Moorings and Pontoon management.
8. To assist with Allotment Management.
9. To provide varying support duties to the Administration Department as directed by the Service Delivery Manager.
10. To provide cover for administration staff as directed by the Service Delivery Manager.
11. To attend relevant training as required.
12. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
13. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.