

## Job Description

Position Title	Planning and General Administrator
Location	Saltash Town Council – The Guildhall
Reporting to	Office Manager / Assistant to the Town Clerk
Hours	37 Hours per week variable but generally 9am to 5pm Monday to Friday subject to your attendance at evening meetings, civic events and projects as required.
NJC Grade	10-12

### Job purpose:

To support the Office Manager / Assistant to the Town Clerk in the day-to-day front of office functions of the Town Council.

To support the Office Manager / Assistant to the Town Clerk in ensuring the smooth day-to-day running of the Town Council's Planning and Administration duties.

To develop and maintain professional working relationships with colleagues, Town Councillors, key stakeholders and members of the public.

To provide general administrative support to the Office Manager / Assistant to the Town Clerk and Town Council as required.

To manage reception duties, providing a welcoming and professional first point of contact for visitors and enquiries.

To assist with the preparation, administration and support of Committee and Town Council meetings.

### Key responsibilities:

1. To be the first point of contact for all incoming communication and dealing with all enquiries in a professional manner.
2. To be responsible for the receiving and acknowledging of payments to the Town Council liaising with the Office Manager / Assistant to the Town Clerk.
3. To be responsible with the Community Chest and Festival Fund applications (in the absence of the Receptionist / Mayors Secretary), updating of Allotment applications (in the absence of the Service Delivery Administration Assistant)

and Burial Registers jointly with the Receptionist/Mayors Secretary liaising with the Office Manager / Assistant to the Town Clerk.

4. To assist in recruitment for the Town Council jointly with the Administration Officer and Receptionist/Mayors Secretary as directed by the Office Manager / Assistant to the Town Clerk.
5. To provide a full burial administration service jointly with the Administration Officer and Receptionist/Mayors Secretary.
6. To be responsible for various reception and administration duties liaising with the Office Manager / Assistant to the Town Clerk.
7. To assist the Office Manager / Assistant to the Town Clerk in preparation and distribution of all agendas, minutes and reports for the Town Council, all Council Committees and external partnerships, liaising with different departments to ensure correct reports are uploaded.
8. To attend Committee, Sub Committee, Town Council evening meetings and any other Town Council meetings to take and produce the minutes or notes, as required.
9. To assist in the setup of the room for Town Council and Council Committees liaising with the Office Manager / Assistant to the Town Clerk.
10. To be responsible for providing various planning administration duties, liaising with Cornwall Council Planning Officers, and the Office Manager / Assistant to the Town Clerk.
11. To provide administrative support to the Officer Manager / Assistant to the Town Clerk with various Town Council duties and responsibilities on a day-to-day basis.
12. To provide cover for staff (where trained to do so) when required and directed by the Officer Manager / Assistant to the Town Clerk, dealing with all enquiries in a polite and timely manner.
13. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives and deliverables.
14. To assist in obtaining quotes for items and contracts relating to the administration department to form part of the annual budget review / precept setting.

15. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
16. To work in accordance with the General Data Protection Regulations and Town Council's policies and procedures.
17. 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.