

DOWNTON PARISH COUNCIL
JOB DESCRIPTION – ADMINISTRATIVE OFFICER TO THE COUNCIL

Job Title: Administrative Assistant

Reporting to: The Chair of the Staffing Committee and/or the Parish Clerk

Location: Home working or Downton Memorial Centre

Hours of Work: 20 hrs per week with some flexibility but working over a minimum of three days a week

Pay scale SCP 5 £10.41 per hour

Overall Responsibilities

The Administrative Officer supports the functions of the Parish Council to secure its aim and objectives, working with the Clerk and/or the Chair of the Staffing Committee to ensure that the statutory and other provisions governing or affecting the running of the Council are observed. This includes the production of information required for making decisions, assisting to implement decisions, and working with other organisations to ensure that the needs of the Parish are being adequately met.

The duties of the Administrative Officer shall include but not be limited to:

1. Work with officers and councillors to gain an understanding and knowledge of the work undertaken by the Council.
2. Work in accordance with the Council's health and safety policy.
3. General office administration including responding to queries, complaints and requests for information from members of the public and councillors in person, via telephone calls and emails, promoting good public relations for the Parish Council in the way these are handled and referring non routine enquiries to the Clerk or to the Council Chair or Chair of the Staffing Committee if the Clerk is unavailable.
4. To issue correspondence as requested and provide timely reports for the Council of actions taken.
5. If required attend meetings of the Council and its committees and assist in the preparation of agendas and minutes for the meetings.
6. To receive and deal with correspondence and documents and to liaise with the public on behalf of the Council.
7. To attend training courses or seminars on the work and role of the Admin Officer as required by the Council.
8. Obtain quotes and place orders for supplies and works under instruction.

9. Check the Council website and Facebook page daily and update as necessary.
10. Keep the Parish Council noticeboards up to date as required.
11. Assist in the organisation of Events such as the Annual Parish Meeting for the Council.
12. To visit premises, open spaces and make and receive deliveries, as required
13. To undertake research for the presentation of reports and supporting information where required for Council members.
14. To update the actions list from any Full Council or Committee Meetings.
15. Assist with the upkeep of Burial Ground Registers and associated correspondence.
16. To cover other duties during colleague's absence as and when required.
17. Undertake any other duties appropriate to the post and grade as required.

Equal Opportunities:

The post holder will uphold the Parish Council's Equal Opportunities practices thereby promoting fair and quality service for all.