

## Administrative Support Officer - Job Description

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| <b>Job Title:</b><br>Administrative Support Officer    | <b>Grade:</b> SCP 14, £28,624 – SCP 20, £31,586<br>subject to pay reviews and NJC salary scales |
| <b>Responsible to following manager:</b><br>Town Clerk | <b>Responsible for following staff:</b><br>None   |
| <b>Location:</b><br>Northampton Guildhall              | <b>Hours:</b><br>Full time: 37 hours  |

### Working for Northampton Town Council

Northampton Town Council is a Parish council, it was officially created in April 2021 following local government reorganisation in Northamptonshire and the creation of two new unitary organisations. The Town Council is based at the historic Guildhall in the centre of Northampton and this will be the main location of the job.

Northampton Town Council is the largest parish council by population in England and has ambitions to provide high quality services for the community. All officers are central to the growth of the Council and the delivery of the strategic plan that we are beginning to draft.

### Job Purpose

To provide administrative support to the Town Clerk, Deputy Town Clerk and Responsible Finance Officer.

### Specific Duties and Responsibilities

- To organise, draft and facilitate (including the preparation of room with refreshments) the council and committee meetings to ensure that agenda items are collated and sent out in line with legislation.
- Attendance at and drafting of council and committee meeting minutes
- Add statutory notices and agendas to noticeboard. Upload statutory notices, agendas and minutes to the town council website in accordance with the statutory requirements
- Produce and manage actions logs for all Council meetings, Committees, Sub-Committees and working groups as required.
- To assist with the facilitation of the Town Council's Planning Committee, including the recording and submission of planning decisions. Drafting of reports related to broader consultations within the remit of the Planning Committee e.g. street naming requests, local plan consultation. (Training will be provided for this

aspect)

- Schedule the annual general meeting, full council and committee meetings calendar and send out the relevant invitations via outlook.
- Keep the minute book up to date and in correct order.
- To assist with the councils grant applications.
- Support Councilors during Elections and coordinate any training required. Maintaining the register of Councillor interests and updating the website with contact information, committee membership etc.
- To manage and respond to emails in the info@, grants@ and planning@ council email addresses inbox within 48 hours of receipt. To cover the Mayor@ inbox in the absence of the Civic and Mayoralty Officer.
- To be the first point of contact for calls to the council's general phone number, respond to or cascade any voice mail messages and liaise with the telecom's contractor with regards to any changes or issues that arise.
- To manage and record the franking machine contract including reconciling the funds deducted and added.
- Responsibility for the ordering of stationery, office equipment, sending and collection of post, ensure the stationery cupboard is well organised and replenished when needed.
- To ensure the photocopier and associated consumables (toner, paper) are well stocked and replenished
- To provide administration support to the Town Clerk, Assistant Town Clerk, and Responsible Finance Officer where required. For example note taking at internal meetings
- To undertake any training identified as part of the role and as part of continuing professional development.
- To obtain quotes based on specifications provided by officers taking into account the council's Financial Regulations and Procurement Policy

#### **General Duties and Responsibilities**

- To contribute to the development and improvement of the services of Northampton Town Council.

- To work as part of the wider town council team and when required to attend out of hours/weekend events, representing the council, handing out information and supporting colleagues
- To comply with relevant internal processes and external guidelines including the Code of Conduct and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- Keep up to date with best practices relating to the duties of the post with a view to implementing improvements and efficiencies where possible.
- To work, develop and strengthen good working relations internal and external stakeholders.
- Any other ad hoc duties as required.

#### **Additional Information**

Ability to attend evening meetings and occasional weekend working – the postholder will be expected to attend evening meetings and may be required to provide cover at events held at the weekend for which you will be compensated (check working of others)

## **Person Specification**

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#### **Our Values and Behaviors**

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- taking a team approach by supporting colleagues and working collaboratively for the overall benefit of the council
- contributing to the overall aims of the Town Council as it looks to take on and develop its own services
- working with our residents, partners and stakeholders in promoting Northampton as a great place to live, work and visit
- always looking for best value in the services and goods we procure and where possible using local suppliers and contractors

| Person Specification Requirements  |           |
|--|-----------|
| <b>Knowledge</b>   |           |
| <b>At entry level</b><br>General knowledge of the public sector and local government issues and committee procedures.  | Desired   |
| An awareness of relevant local government legislation and its application to the decision-making process.  | Desired   |
| <b>Experience</b>  |           |
| A demonstrable proficiency and practical knowledge of committee management   | Desirable |
| A demonstrable experience in providing administrative support in a professional environment  | Essential |
| <b>Skills</b>  |           |
| Ability to work as part of a team, exchanging ideas and providing support to colleagues to ensure that team and service objectives are met.  | Essential |
| Ability to write clearly and concisely, particularly minutes of meetings and reports to Committees.  | Essential |
| Ability to communicate orally and speak with confidence so that clear messages are conveyed to a wide range of listeners (these include people at all levels, both within and outside the Council such as Councillors, other staff and members of the public). | Essential |
| Ability to demonstrate competence in the use of PC based office systems, particularly MS office suite  | Essential |
| Ability to self-motivate, work well under pressure and to prioritise a variety of tasks and conflicting demands.   | Essential |
| Ability to manage a wide variety of different types of meetings e.g. formal, informal, and partnerships.   | Desirable |
| Ability to work with councillors, colleagues and external organisations to foster good working relationships at all levels.  | Essential |
| Ability to use contact management system in order to update website  | Desirable |
| <b>Qualifications</b>  |           |
| Experience in a government/local government environment or a similar administrative role   | Desirable |

