

## JOB DESCRIPTION

**Job Title:** Office Administrator

Responsible to: Deputy Town Clerk

Hours: Full time – 37 hours

Salary Scale: 13 – 17 (£29,064 - £31,022 – pay award pending)

### Job Purpose

The role of the Office Administrator is to provide highly efficient, effective administrative and reception services in accordance with the business needs of the Town Council.

### Key Functions and Responsibilities – Administration

- To provide administration support to the Town Clerk, Deputy Town Clerk and Estates Manager.
- To provide a professional first point of contact for visitors to BTC offices, telephone and website contacts.
- Forwarding queries to appropriate services.
- Maintaining leaflets, displays and internal notice board and outside office notice board.
- Maintain appropriate levels of stationery for the office/unit.
- Maintain appropriate levels for office equip. – photocopier, franking machine etc.
- Maintain an up-to-date database of contacts for local dignitaries, groups and associations for use by all staff.
- Updating website with standard notices/news items

### Key Functions and Responsibilities - Council

- Maintain up-to-date postal records, committee information and attendance register for all Councillors.
- Collate, print and issue agenda packs for all council meetings.
- Scanning and uploading meeting agenda packs and minutes to the website.
- Maintain a minute tracker monthly.
- Create the yearly minute books, deliver to the binder and collect when completed.
- Receive and complete the planning application list in preparation for the meeting.
- Where necessary provide the Mayor with support including helping with correspondence and maintaining the civic diary of engagements.
- Assisting at weddings and civil ceremonies. This may be at a weekend and time off in lieu will be given.



### **Key Functions and Responsibilities – Town Council Events (including Civic)**

- Assisting with the planning and preparations, delivery of the events.
- Support with event management processes such as adding suppliers to the database, booking venues, communicating with event traders and community groups for paperwork and applying for necessary event licensing.
- Assisting with the supervision of any volunteers and/or third parties assisting/taking part in the event.
- Assisting in the administration side and planning of civic functions and events.
- Assisting as event staff with the Brackley Town Council team. This may be weekends/evenings and time off in lieu will be given.
- Building relationships with local community groups and schools within Brackley.
- Making signs and notices for our events.

### **General**

- To be a team player and help, as needed with any appropriate duties outside of this job description across the activities of BTC.
- Willingness to be a trained first aider.
- Willingness to be trained in road closures and traffic management.

**PERSON SPECIFICATION**

<b>Qualifications and Experience</b>	<b>Essential (E) or Desirable (D)</b>	<b>Identified by</b>
5 GCSEs or equivalent qualification including Maths & English	E	Application Form
Must be entitled to legally work in the UK	E	Application Form
Excellent team player – we are a small team and work closely together	E	Application form, pre- interview assessments and interview
Excellent interpersonal skills, be able to communicate effectively including the ability to act with tact, sensitivity and diplomacy.	E	
Experience of general administration, including answering phones and dealing with multiple priorities and administrative tasks at the same time	E	
Excellent IT skills including knowledge of Microsoft Office applications	E	
Ability to learn and be adaptable to changes in procedures and technology	E	
Proven ability to assess and react quickly to situations as they unfold	E	
Experience of assisting with event planning and associated administration	D	
Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Council's operate	D	
Local knowledge of Brackley	E	
Clean driving licence with use of own car	E	
<b>Personal Qualities</b>		
Flexible and willing to contribute to the success of the team on an administrative level, in and out of projects, events, committees and general service delivery.	E	
Reliable and punctual	E	
Strong customer focus	E	
Enthusiastic and self-motivated	E	
Displays accountability and responsibility	E	
Methodical and well-organised	E	
Positive 'can-do' attitude and able to use own initiative to react to situations and deliver a quality service at all times	E	
Ability to understand and consequently work within strict financial regulations, codes of conduct, policies and procedures	E	
Willing to undertake further training to improve knowledge and skills	E	