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| **AMMANFORD TOWN COUNCIL**  **JOB DESCRIPTION AND EMPLOYEE SPECIFICATION** | | | |
| **Job Title** | **ADMINISTRATION ASSISTANT** | Grade | SCP LC1 Point 7  £13.26 p/h |
| Reporting To | Interim Clerk | Hours | Part-time - 25 hours a week  Job share will be considered |
| Working Pattern | Fixed Term Contract, to end 31st January 2025.  Hours to be agreed with appointed candidate |

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| **Purpose of the Role** |
| The Administration Assistant(s) will support the Interim Clerk and Interim Deputy-Clerk/RFO, to ensure the smooth day to day running of the Council operations and service delivery. The postholder(s) will help the Council to achieve its aims and objectives, to ensure that the statutory and other provisions governing or affecting the running of the Council are observed. |

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| **Key Duties and Responsibilities**   * To carry out day-to-day clerical and administration which may include: dealing with members of the public, businesses, councillors, and organisations either in person, by telephone, or electronically in relation to all Council functions and assets. * To provide reliable and confidential administrative support to the Council and to assist the Council in meeting its legal duties and deadlines under guidance of the Clerk. * To ensure that the Council's various policies, procedures, Financial Regulations, and Standing Orders are adhered to in carrying out all tasks and duties, including staffing policies and work rules as contained in the Council policies, and adherence to the Council's Code of Practice relating to confidentiality. * To undertake general administrative and office tasks as requested by the Clerk or Deputy Clerk, including processing mail, filing (digital and physical), photocopying, and archiving. * To type and prepare documents as and when required. * To take and prepare minutes of meetings. * To order and manage office supplies. * To support improvement, development and updating of the Council’s website and social media content. * To support the Council in file migration and storage of new IT systems. * To manage diaries, schedule meetings and appointments as and when required. * To attend and participate in relevant internal and external meetings where appropriate. * To support the organisation of Council events such as the Mayor’s Inauguration, Remembrance Day Service, Summer Events & Christmas Light Switch-On. * To undertake other duties from time to time which are commensurate with the level and grading of the post. |

**EMPLOYEE SPECIFICATION**

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| Experience/ Competencies | Essential or Desirable? | Method of Assessment |
| **Qualifications and Education**   * Good general education | Desirable | Application Form/Provision of Certificates |
| **Administration and Financial Management**   * Work experience at a level appropriate to the duties of the post * Previous experience of working in in local government or a public sector organisation | Essential  Desirable | Application Form  Application Form |
| **The Local Council Environment**   * Understanding of the issues facing community and town councils and the environment in which they operate * Commitment to public service * Understanding of local council procedures and law | Desirable  Essential  Desirable | Interview  Interview  Interview |
| **Skills and Attributes**   * Good interpersonal and oral communication skills * Good written communication skills * IT skills enabling use of internet, e-mail, word processing and spreadsheets * Good accuracy and attention to detail * Ability to work in a team environment * Ability to work efficiently through the medium of Welsh | Essential  Essential  Essential  Essential  Essential  Essential  Desirable | Interview  Application Form   Application Form  Application Form  Application Form  Application Form  Application Form |
| **Other**   * Prepared to attend evening meetings and weekend events as required | Essential | Application Form |