

Goole Town Council

Job Description

Post Title:	Admin Assistant (Democratic & Financial Services)
Location:	Junction Goole
Responsible to:	Town Clerk
Responsible for:	Nil staff
Hours of Work	To be confirmed but to include unsocial hours such as evenings
SCP	SCP 9

Job Purpose To support the effective operation of the Council through the provision of administrative and clerical assistance. Each department of the Council has an Admin Assistant, the weighting of specific tasks will vary according to the department worked in. Postholders will predominantly work in an allocated department, though are expected to support other departments as and when required (for example, to cover leave or support particularly busy periods).

This post has a specific role in relation to supporting the functions of the Mayor, HR administration and the democratic processes of the Council, as well as administrative support to Central Services/Finance.

Specific Responsibilities

1. To prepare agendas for meetings of the Council and its Committees, Sub-Committees and working parties and to distribute them in accordance with statutory timescales.
2. To attend such meetings and prepare draft minutes for approval.
3. To liaise regularly with Councillors and at all times maintain confidentiality.
4. To maintain the Mayor's diary, responding to all invitations for the Mayor to attend events, advising the Mayor of the dates, times, dress code etc. for events and in the absence of the Mayor, ensuring that the Deputy Mayor receives such invitations.
5. To produce a monthly report to Council of Mayoral activities.
6. To send out letters and correspondence on behalf of the Mayor.
7. To provide administrative support for the HR function, including maintaining a personnel record file for each employee, ensuring that such records are updated as appropriate and that accurate records of holidays, sickness and other absences are maintained on the Council's chosen system.
8. Assisting Finance department with general day-to-day accounting tasks.

General Responsibilities

1. Act as first point of contact at departmental level and provide excellent customer care to the public, customers, clients, stakeholders, councillors, service users, contractors and third parties – resolving queries, or directing to the appropriate team member as required.
2. Lead on the maintenance/updating of relevant databases/records/filing systems as required to ensure the smooth running of Council operations, services and supplies.

3. Provide accurate reports to assist the Council in its duties. Supporting the collection and collation of data, including KPIs requested by Council and/or external funders.
4. General reception and telephone duties, including dealing with members of the public.
5. Use of computerised and/or offline systems to reserve/book Council services/supplies.
6. Take payments for Council services/supplies - cash, credit/debit card, cheque, voucher and other methods – including direct debit management - as identified/instructed.
7. Issue permits, purchase orders, invoices, statements of account and other such documents.
8. Maintain departmental diaries, responding to meeting requests/invites and liaising with the relevant personnel to confirm attendance and requirements.
9. Assist with meetings including date liaison, agenda/paper preparation, minute taking, distributing key documents, and regularly communicating with those leading on meetings.
10. Maintenance of regular stock levels as per departmental requirements.
11. The input of authorised information to HR systems and personnel files (for example, logging approved annual leave and recording sick leave).
12. Assist in research of funding applications, corporate communications, and public reports as required to maintain or develop Council services and supplies.
13. Support Council communications – both written and digital, including updating web pages and social media profiles.
14. Book external services and supplies as directed to enable service delivery and support officers and councillors in delivery of their work.
15. Lead on departmental ICT support requests to the Council's IT supplier.

Other Duties

The above duties and responsibilities do not encompass all the tasks associated with the job, additional duties within the scope of the grade may be reasonably required.

Risk Management

All employees need to have an awareness of risk management and that they are responsible for ensuring that they manage risk effectively in their job, all hazards and risks must be reported to the appropriate Line Manager

Council Policies

Be aware of and operate in accordance with the Town Council's vision, priorities and values and in line with published policies. Particularly those regarding data protection, health and safety, equality and diversity, safeguarding and climate change. All employees have a duty to be aware of policies, and to comply with their content and workplace rules.

Flexibility

The postholder will need to be reasonably flexible in his or her working hours, which may include evening, weekends and bank holiday working on some occasions.

Promotion

Maintain a keen interest in all areas of the Council's operations, services and supplies, promoting the positive difference the work of the Council achieves and helping to raise the profile of our work.