

## SWANSCOMBE AND GREENHITHE TOWN COUNCIL

### JOB DESCRIPTION - ADMINISTRATION OFFICER (PART -TIME)

To perform general administrative duties in support of Council activities to include, but not limited to, photocopying, faxing, correspondence, data entry, filing, interception of all Town Council incoming calls, administering postage, petty cash, supplies and stationery and secretarial duties for the Assistant Town Clerk as required.

Attend daytime and evening meetings (when required), preparing Agendas and Minutes of all Committees and Sub-Committees as directed by the Assistant Town Clerk. Setting up Council Chamber for Council meetings as required.

Administering football and cricket pitch allocations, community halls and hall bookings, including sending out invoices provided by the Assistant Town Clerk, to corresponding customers of the Town Council, providing facilities operatives with their weekly schedules, creating weekend booking sheets and ensuring all Terms and Conditions of booking/hiring are provided and received back for these facilities.

Keeping a problems log of incidents reported to the Council in the area and forwarding to relevant authorities monthly. Liaising with the Police, PCSOs KCC Community Warden and other organisations regarding problems reported.

Acting as Town Mayor's secretary, supporting the Town Mayor with Civic Events in conjunction with the Assistant Town Clerk and processing all Mayoral invitations/engagements.

Recording all planning applications received by the Town Council, publishing on social media and the website and submitting responses as directed by the Town Clerk. Compiling all planning applications into the appropriate Planning, Major Developments, Transportation and Environment Committee agendas and minutes.

Posting road closure notices on social media and the website.

Indexing minutes, recording attendance stats from meetings, posting minutes on the website after approval from the Town Clerk.

In conjunction with the Assistant Town Clerk, arranging the annual children's summer holiday entertainment in the Parks. The installation of the Christmas lights and hanging baskets.

Dealing with complaints regarding street lighting, bottle banks, vandalism etc and signposting accordingly.

Acting as a representative of the Town Council as required.

To undergo training, either to enhance or provide desirable skills or knowledge as required by the post.

To provide cover during periods of annual leave and sickness.

To be flexible in undertaking other duties as required by the Town Clerk or Council.

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You may be required to attend events when reasonably requested in or outside normal working hours.

This description is intended as a general guide and is not to be taken as a comprehensive list of duties.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills at all levels</li> <li>• Good level of numeracy and literacy</li> <li>• Ability to effectively prioritise workloads and meet deadlines.</li> <li>• Ability to undertake diverse workload.</li> <li>• Polite and efficient telephone manner</li> <li>• Methodical and accurate</li> </ul>	<ul style="list-style-type: none"> <li>• Project administration skills</li> <li>• Able to minute take and produce accurate records of meetings</li> </ul>	Application Form / Interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	Application Form / Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Microsoft Office (Word, Excel, Outlook, Access)</li> </ul>	<ul style="list-style-type: none"> <li>• Web authoring skills</li> <li>• Local authority working</li> </ul>	Application Form / Interview / Ability Test
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a similar role</li> <li>• Experience of working with the public</li> </ul>	<ul style="list-style-type: none"> <li>• Creative, volunteers' ideas etc</li> </ul>	Application Form / Interview / Ability Test
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Flexible and adaptable attitude to work.</li> <li>• Self-motivated</li> <li>• Enthusiastic, pro-active outlook</li> <li>• Professional approach</li> <li>• Hard working</li> <li>• Team player</li> <li>• Ability to remain calm and courteous under pressure.</li> <li>• Able to work evenings as required</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean driving licence and use of car</li> </ul>	Application Form / Interview / Ability Test
<b>Other</b>			Application Form