

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

Qualifications and Experience	Essential (E) or Desirable (D)	Identified by
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	
Personal Qualities		
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	