

Job Description: Administrator

1. Overview

The Clerk of the Congresbury Parish Council (CPC), as Proper Officer, is accountable for the overall administration of the business of the Council and in addition has a number of specific legal responsibilities. The Clerk is responsible for the line management of staff employed by the Council including the Responsible Finance Officer (RFO) and the Administrator. The Clerk is answerable to the Staffing & Administration Committee from a line management viewpoint.

The Administrator will assist the Clerk with their duties as required. All duties are to be carried out in accordance with the Council policies and regulations.

2. Specific responsibilities

The Administrator, whilst working under the overall direction of the Clerk, will have the following specific duties:

Asset Management

1. To maintain the Council's Register of Property and Assets.
2. To manage the operation of the Old School Rooms including carrying out compliance checks, taking bookings, invoicing and liaising with regular and one off building users. Seek best value through the management of contracts in relation to their planned maintenance, improvement and delivery of service. Take the lead in the marketing of this valued asset.
3. To assist the Clerk with the management and operation of the Burial Ground and those aspects of the Churchyard under Congresbury Parish Council responsibility. This includes ensuring all necessary registers and documentation associated with the burial ground has been completed and liaising with both Church Authorities and Funeral Directors as required.
4. To manage the operation of the Allotments. This includes collection of annual rent, allocation of vacant plots and taking compliance action when necessary.

General

5. To assist the Clerk with preparation for meetings as required, with specific responsibility for producing and circulating Planning Agendas and supporting documentation.
6. To assist in maintaining the Council's website with all documentation that needs to be legally published, with specific responsibility for displaying such documentation on village notice boards. To assist in maintaining the Parish Council's social media accounts.
7. To provide cover in the absence of the Clerk. This may include attending meetings of the Council and drafting appropriate minutes.

8. To carryout and record inspections of Council assets including the Old School Rooms, allotments, office, burial ground/churchyard, play areas and the public conveniences. Action any remedial items having regard to council policy and procedures.
9. To assist when necessary the procurement of goods and services as specified by the Council including to prepare appropriate specifications for works, to seek appropriate quotations and to quality assure and to monitor the contract as appropriate.
10. To monitor the quality of work from key contractors including the cleaning, landscape services and litter management contracts. Ensure the work is being carried out to a high standard in compliance with the specification. To liaise with the contractor where necessary.
11. To take the lead on the organising of specific events throughout the year including Christmas festivities and other events that the Parish Council has an active role.
12. To deal with enquiries from members of the public.
13. To undertake any other administrative as directed by the Clerk and to work independently or with the Clerk on strategic projects as required.
14. To be committed to continuous learning and attend any training course/seminar as requested to continue to acquire the necessary professional knowledge as required.

3.0 Relationships

Line Manager: Clerk

Line Manager to (where appropriate): N/A

Regular Contact: Build and maintain strong working relationships with Councillors.

1.0 Job Requirements

There will be some manual handling with regard to set up of rooms in the Old School Rooms. Manual handling aids are available.

Some lone working within the office during normal working hours.

5.0 Person Specification

	Essential	Desirable
<i>Relevant Qualifications</i>	<ul style="list-style-type: none"> • A high standard of education – five GCSE’s or equivalent, including Maths and English. 	<ul style="list-style-type: none"> • Knowledge and understanding of local council administration, including the decision making process and powers available.
<i>Relevant experience, skills and</i>	<ul style="list-style-type: none"> • Effective computer skills • High attention to detail • Computer literate with a working 	<ul style="list-style-type: none"> • Previous local government experience or experience of governance arrangements such

knowledge	knowledge of Microsoft Office package.	as agenda preparation and minute taking.
Communication and interpersonal skills	<ul style="list-style-type: none"> • The ability to establish and maintain good relationships with Councillors, colleagues and members of the public. • Ability to communicate clearly and present clear, concise written reports. • Ability to prioritise work, set targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges. • Ability to deal with a wide range of people in an impartial, diplomatic and professional manner. • Commitment to excellent customer service. • Ability to work to deadlines especially with competing demands. • Responding to queries and simple problem solving. • Setting up and maintaining manual and electronic filing systems. • Working as part of a team and on own initiative. 	<ul style="list-style-type: none"> • Ability to communicate using online resources such as websites and social media. • Practical experience of working in a busy office environment. • Diary management and appointment booking using manual and computerised systems. • Experience of minute taking and accurate recording of meetings. • Ability to anticipate problems and present solutions with a positive attitude.