

## Job Description

### Administrative Officer (AO)

**Salary Scale: LC1 15-20**

**Working hours: 16 hours per week**

**Line Manager: Clerk**

#### Section 1: Role

The Administrative Officer will be responsible for providing support to the Clerk across all areas of responsibility.

#### Section 2: Duties

##### (i) Parish Administration

- Contact with the public:
  - When the Administrative Assistant is not present, to act as first point of contact with members of the public when they visit the council's office and act as first responder to telephone calls to the office.
- Support for Allotments and Planning Committees:
  - Preparing agendas, attending meetings, taking and following up minutes of the Allotments Committee and Planning Committee (if required);
  - Working with the Administrative Assistant to administer the Allotments.
- Support for leaders of the Community Development working groups:
  - Preparing informal agendas, attending meetings, producing "action lists" and assisting in delivery as required.
- Scope and monitor contracts including:
  - Allotments mowing
  - Allotments works contracts (very few now)
  - Grange Field mowing and annual maintenance
  - Cleaning of the Stanton Suite (Hall, Conference Room and Office)
  - Cleaning of the public toilets and sanitary disposal.
  - Handyman contract.
- Support for the Clerk when applicable in relation to Full Council, Community Development Committee and Finance and General Purposes Committees.

##### (ii) Health and Safety

- Support the Clerk to deliver the Council's Health and Safety Policy including an annual report to Council.

- Ensure personal compliance with Council's statutory obligations for the proper management of all Health and Safety matters.

**(lii) Financial management**

- Provide support for the Clerk in their role as Responsible Financial Officer by assisting in preparation of payments forms, inputting financial information to Scribe (accounting software package), soliciting and documenting approvals of payments from budget holders, and other finance-related tasks as appropriate.

**(iv) Staff Management**

- Work collaboratively with the Line Manager, to draw up (by end of February) an annual Work Plan for the year ahead based on this Job Description (covering the period 1<sup>st</sup> April – 31<sup>st</sup> March each year).
- Participate constructively in a half-yearly performance review and hold an annual review by the end of April the following year.

**Section 3: Working hours**

- The Administrative Officer post is a part-time role of 16 hours per week.
- The Administrative Officer's working hours will be co-ordinated with those of the Clerk and the Administrative Assistant to ensure that the Parish Office is open 10.00 – 14.00 Monday to Friday and to enable support of evening meetings. However, there can be some flexibility, subject to agreement with Line Manager, regarding hours of attendance in the office to accommodate family or other commitments.

**Section 4: Training and development**

- The post holder will be expected to increase their efficiency and effectiveness in post by taking available training and development opportunities.

**Section 5: Other**

- Undertake any other work as may from time to time be agreed with the Line Manager.