

# ANGMERING PARISH COUNCIL

## JOB DESCRIPTION



Established 1894

<b>Title:</b>	Administrator
<b>Grade:</b>	LC1 Below Substantive Benchmark Range
<b>Salary:</b>	Circa £23,000 based on full time hours and 2024 pay award pending
<b>Responsible to:</b>	The Office Manager
<b>Location:</b>	The Parish Office, Angmering
<b>Hours per week:</b>	Full/Part time considered.
<b>Contract:</b>	Permanent

### Important Functional Relationships:

Within the Parish Council	Members of the Council, other employees of the Parish Council
Outside the Parish Council	Officers of the Arun District Council, Officers of the West Sussex County Council and adjoining Local Councils
	Local Voluntary Organisations
	Official Bodies
	Members of the General Public
	Local Private Businesses

**Staff Responsibilities:** None

### Main Purpose of the Post:

Provide reception services for the Parish Council, either face to face, over the phone or via email.

To provide effective central administrative and clerical support service to facilitate the day to day running of the Parish Council.

Maintain a wide range of records and databases for the Parish Council and administering these and other functions in accordance with Council policies and procedures.

To service Parish Council committees, this includes attending meetings and the ability to work evenings and at weekends as required. APC hold 6-8 events per year and 3-4 evening meetings per month (shared amongst the team).

Assist the Clerk and Office Manager of the Council in the performance of their duties in carrying out all lawful orders and instructions of the Council and the taking of all reasonable steps to protect or promote the interests of the Parish Council.

**Key Tasks:**

To provide reception duties in the Council Offices to include answering the telephone and dealing with enquiries from the public.

Provide general clerical and administrative duties including pre and post Committee and Council work, dealing with the post, maintenance of office systems, including the administration of the filing system.

To regularly monitor and manage the admin email in box and respond as appropriate in a timely manner.

To use a variety of software packages and Microsoft Office to undertake the role.

To assist with maintaining and updating pages on the Parish Council's website and social media pages.

Order and maintain stocks of office supplies and advise on stocks to be ordered.

To provide administrative support to the Groundsman as required but to include timely preparation of the monthly and quarterly external equipment inspection forms, collating items for noticeboards and the ordering of any equipment as required.

Assist with projects as required and to undertake any other duties that may be required by the Clerk and Office Manager of the Council from time to time, appropriate to the grade and designation of the post.

To assist with special projects from time to time as required.

Adhere to all of the Parish Council's Policies e.g. Health and Safety Policy, IT Policy, No Smoking Policy etc.

To undertake Risk Assessment/Health and Safety duties as required.

Undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise potential and ensure the efficient and effective delivery of Parish Council services.

To undertake any other tasks commensurate with the grading of the post, as required by the Office Manager or Clerk, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards.

To uphold the Parish Councils Equality of Opportunity Policy.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence.

Staff team-working and individual personal development are the keys to the Council's success in delivering its business aims and objectives. All staff are therefore expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

## ADMINISTRATOR: PERSON SPECIFICATION

### REGISTRATION AND OTHER REQUIREMENTS

Standard	Desirable	Essential
Eligible to work in the UK		✓
UK Work permit if required		✓
Skills in written and spoken English adequate to ensure effective communication		✓
Possession of a full, clean UK driving licence	✓	
Ability to effectively organise own workload and meet tight deadlines, managing changing and conflicting demands		✓

### ESSENTIAL AND DESIRABLE QUALIFICATIONS

Standard	Desirable	Essential
Good standard of education with excellent literacy and numeracy skills		✓
Demonstrable commitment to professional development	✓	

### ESSENTIAL & DESIRABLE SKILLS/ABILITIES

Standard	Desirable	Essential
Strong organisational and time management skills		✓
Problem solving skills		✓
Computer literate including good word processing skills/Microsoft Office		✓
Support with diary management and note taking		✓
Excellent interpersonal and communication skills – written and verbal		✓
Ability to make effective decisions under pressure		✓
Ability to undertake a diverse workload		✓
Ability to use own initiative and work independently		✓
Good personal organisation		✓
Team Player approach		✓
Interest in community matters		✓

### ESSENTIAL & DESIRABLE KNOWLEDGE/EXPERIENCE

Standard	Desirable	Essential
An understanding of local authority administration and/or experience of working in the public sector	✓	
An understanding of the powers and duties of a Parish Council	✓	
Experience of working in partnership with a diverse range of people, community groups and businesses	✓	
Experience of dealing with the public		✓
Developing new systems and services	✓	
Experience of advising committees/elected members and the preparation of agendas and minutes	✓	
Willingness to undertake training and to act as the Council's representative		✓
Experience of project planning and implementation	✓	

Standard	Desirable	Essential
Able to attend evening and weekend meetings/events and demonstrate flexibility as required		✓
Awareness of Health and Safety in a small organisation	✓	
Knowledge of managing complaints	✓	
Awareness of working in partnership with external agencies	✓	
Knowledge of social media – able to manage a website, use Facebook, Instagram etc.	✓	
Experience of working in an office environment.		✓
Providing customer focussed services to the community	✓	
Working in a busy environment/office		✓
Excellent interpersonal skills		✓
Ability to work in a small team		✓
Willingness to take on a range of tasks as required		✓
Customer focused		✓
Flexible and self-motivated approach to work		✓
A positive approach to problem solving		✓
Diplomatic and assertive		✓
Flexible with working hours - ability and willingness to work evenings and at weekends		✓