**JOB DESCRIPTON**

**Senior Administrator**

**Job Grade: SCP Range: 13 – 17 (£22,627 - £24,491) From £11.76 per hour dependent upon experience**

**Contracted Hours: 37 hours per week   
  
Contracted Days: Monday to Friday inclusive**

**Responsible To: Finance & Administration Manager/Deputy RFO**

**Based At: Parish Council Offices, Thames Avenue, Swindon**

**Car User: Casual User Only**

**Job Description Date: June 2021**

**Annual Leave: 25 days plus Public & Bank Holidays  
  
Politically Restricted Post? No  
  
Enhanced CRB Check? No**

**Main Purpose of Role:**

To provide high quality administrative support to Chief Officer & Deputy Clerk. This includes providing committee services to Full Council and the Council’s meeting calendar.

**Overall Responsibilities:**

The Senior Administrator will support the Chief Officer and Deputy Clerk in delivering all instructions of the Council in connection with its function as a Local Authority Parish Council.

**Specific Responsibilities:**

1. Service and provide administrative management for all Council meetings (eg Full Council and its four (4) standing committees and three (3) sub committees.
2. Organise and attend meetings, prepare agendas, minutes and maintain various attendance, motions, declarations and decisions spreadsheets.
3. Assist the Chief Officer and Deputy Clerk by researching and preparing reports as required to support the work of Full Council and its Committees.
4. Prepare agenda preparation management plans for all meetings.
5. Project manage the agenda management process for all meetings and other bodies for the Council.
6. Prepare rooms for council meetings, maintain name places etc considering if a physical, online or hybrid meeting and any IT requirements.
7. Assist in the occasional urgent despatch of council reports and papers.
8. Lead in the development of an Agenda Management System (such as Microsoft Team or Mod.Gov.net) to produce meeting packs using systems such as Microsoft Teams.
9. To be the Council’s super user of Microsoft Office and Outlook to ensure all public documents and records meet the accessibility guidelines.
10. Publish public agenda packs on the Council’s website and under the direction of the Deputy Clerk maintain the Parish Council section of the website.
11. To oversee the management of all records (electronic and paper) to include archiving in line with statutory and retention policies.
12. Under the direction of the Deputy Clerk manage the administration for the Planning & Highways Committee prepare agenda, minutes, and notify the planning authority following the meeting with decisions.
13. Under the direction of the Deputy Clerk manage the administration for the Annual Parish Assembly, book speakers, co-ordinate and produce final presentations, assist councillors with final report, prepare agenda and minutes.
14. To acquire annual and keep the local copy of the Electoral Register up to date
15. Undertake administrative and quasi-legal procedures (eg. preparing public notices, responses to appeals, and legal orders etc.).
16. Under the direction of the Chief Officer to produce the training material and set up councillor training and induction sessions.
17. Maintain the Councillors’ training and development records.
18. Under the direction of the Chief Officer to administer the 4 yearly all-out elections or casual vacancies, assist in the promotion of elections, prepare statutory notices and co-option interviews.
19. Provide secretarial support to the Chief Officer and Deputy Clerk including diary management, liaison with third parties, councillors and residents.
20. To assist the Chairman of the Council with organising meetings
21. Under the direction of the Chief Officer and Deputy Clerk to research responses from Members of Parliament, Councillors, Government department, the public, press and others, including comments, complaints and Freedom of Information requests.
22. To assist in the organisation of civic events as directed by the Chief Officer
23. Be the first point of contact for visitors to the Council Offices in the absence of the Administration Assistant.
24. In the absence of the Finance & Administration Manager to oversee the Administration Assistant

**General Duties:**

1. To be responsible for the security of any Parish Council property issued for use, including keys.
2. To ensure that the Council offices project and always portray a professional image.
3. To ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements.

**Personal Duties:**

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat all colleagues, Councillors, partners and members of the public with respect and equality

**PERSONAL SPECIFICATION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| 1. Qualifications | * Education standard to GCSE Level or equivalent with a minimum of English and Maths GCSE (Grade C) * Desire to continue to learn and undertake the Introduction to Local Council Administration (ILCA) qualification | * NVQ 3 Business Administration or other secretarial qualification * A-Level or equivalent standard of education * Local Council Administration or equivalent Local Government experience |
| 1. Related Experience | * Proven 5 years administration in a busy office environment * Experience of taking comprehensive meeting minutes * Experience of working on own initiative and as part of a team * Experience of dealing with the public | * Previously held a similar role * Experience working in local government * Working with Elected Members * Experience of council elections * Experience of dealing with complex complaints and Freedom of Information requests * Experience of working to statutory set deadlines * Experience of the planning system and related administration |
| 1. Skills and Abilities | * High level of administrative and organisational skills * Ability to prioritise workloads and work to deadlines * High level of attention to detail and accuracy * Accurate writing and numeracy skills * Fully competent with Microsoft Office with high proficiency in Word and Outlook * An aptitude for new IT applications | * Experience of setting up Agenda Management software systems * Working within the accessibility guidelines * Experience of using Teams and Sharepoint * Attending online meetings in a professional capacity * Advanced level Powerpoint and IT skills * Experience of updating websites using Wordpress or similar |
| 1. Other Requirements | * Ability to act with discretion and recognise the confidentiality with some information * Work effectively and efficiently under pressure * Demonstrate initiative and flexibility * Methodical and thorough approach * Problem solver with a can do attitude * Friendly and positive outlook | * Experience of working in a diverse public facing role |