**Axminster Town Council**

**Job Description – Council Administrator**

**Job Title:** Council Administrator

**Responsible to:** Clerk / RFO

**Hours of Work:** Part-time - 30 hours per week.
This role will involve some evening and occasional weekend work.

**Salary:** NALC SCP – range: 24 - 32 dependent on qualifications and experience.

**JOB PURPOSE**

To be responsible for the management and maintenance of the Council’s property portfolio.

To be responsible for ensuring the effective development and delivery of Council projects and Initiatives to implement the Strategic Plan of the Council.

To liaise with the community in the scoping, planning and delivery of projects and initiatives.

To line manage our handyman and other outdoor staff.

To support volunteers in their important contributions to Council and community activities.

To cover for the Town Clerk/RFO when absent due to holiday leave or illness.

**ROLES AND RESPONSIBILITIES**

**Facilities Management:**

* To be responsible for the day -to-day operation of:

 The Old Courthouse site

 The Cemetery

 The Allotments

 Jubilee Field Recreation Area

 Our footpaths, open spaces and public rights of way.

 Street Furniture – bus shelters, benches and bins etc and all other amenities.

* To undertake required tasks for the Council as the landlord of the Guildhall, liaising with the Chair and Guildhall Management Committee and the Guildhall Manager.
* To ensure that the Council has a programme of planned inspection and maintenance and that all statutory duties of the Council as a service provider are fulfilled.
* To manage planning applications and processes when required for Council-owned land and property
* To be the lead in responding to site incidents and emergencies – ensuring health and safety, and legal, compliance at all times.
* To operate systems that provide for the efficient and proper hiring and use of council facilities - such as the use of rooms in Council buildings.
* To liaise with caretakers and cleaners to ensure smooth running of Council facilities.
* To liaise with contractors and suppliers in order to ensure successful delivery of projects – on-time and within budget allocations,
* To ensure that the Council buildings and equipment meet the required legal compliances.

**Project Development and Management:**

* Ensure projects are delivered to high specifications, on time and within budgets
* Work with contractors and others to co-ordinate project delivery
* Collect, analyse and report data relating to projects and initiatives
* Scope future projects to inform strategic plans and budget planning
* Provide cost estimates to inform budget planning and review
* Source quotes for work agreed by the Council, prepare and present reports to Council meetings and committee meetings to inform decision making.
* Liaise with community partners and other agencies to gather ideas, develop plans and inform projects
* Work in partnership with the community on joint projects and initiatives, seeking sources of potential grant funding and making grant applications.
* Prepare press releases, social media posts and website content to ensure the community are well-informed about Council project intentions and progress
* Support the work of the Council in celebrating national and civic events and festivals
* Support the work in the creation and delivery of the Axminster Neighbourhood Plan

**GDPR:**

* Receive and act on all Data Protection complaints and deal with Data Protection issues, including establishing sound Data Protection practices at the Council.
* Support other Council employees and Councillors to ensure they meet GDPR and other regulations effectively.

**Act as Line Manager** **to the Handyman and Outdoor staff and support volunteers:**

* Provide day to day support and guidance to ensure your team can work effectively to meet weekly targets.
* Be responsible for the equipment used by the handyman and outdoor staff, ensure everything operates to health and safety standards.
* Prepare and cost proposals of new or different equipment requirements for consideration by Council.
* Manage periods of holiday leave and sickness absence to ensure continuity of service.
* Implement the Performance Management Policy and the annual appraisal cycle. Ensure that staff are able to access training and personal development opportunities to enhance their performance for the Council.
* Support the recruitment, induction and supervision of volunteers in their important contributions to Council and community activities.

**Risk Management:**

* Implement the Risk Management Assessments and Reviews for the Council .
* Undertake risk assessments relevant to your areas of responsibility
* Undertake health and safety risk assessments for the work of your team.
* Ensure reports are provided to the Clerk and Council to inform them of potential, emerging or current risks in good time so that measures can be taken to mitigate against risk.
* Such other office duties as may be required to support the Town Clerk/Responsible Financial Officer, the Administrative Assistant, the Mayor and Councillors

**Personal Responsibilities:**

* To attend training courses or seminars on the work and role of the Council Administrator as required by the Council.
* To continue to acquire the necessary professional knowledge required for the efficient administration of the affairs of the Council.
* To acquire the CILCA qualification within 3 years of appointment.
* To attend conferences and events as a representative of the Council if required.

**Person Specification**

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| --- | --- | --- |
| **Qualifications** | **Essential**  | **Desirable** |
| Educated to degree level or equivalent |  | **√** |
|  |  |  |
| **Knowledge & Skills** |  |  |
| Line management, coaching and people development | **√** |  |
| Interpersonal relationship building and negotiation skills | **√** |  |
| Effective delivery to deadlines | **√** |  |
| Knowledge of Local Government workings | **√** |  |
| Ability to prioritise and plan workload effectively | **√** |  |
| IT skills - Word, Excel, Outlook , | **√** |  |
| Excellent communication both written & verbal | **√** |  |
| **Work Experience** |  |  |
| Experience of project management and delivery | **√** |  |
| Experience of managing buildings and sites | **√** |  |
| Line management of office and manual staff |  | **√** |
| Experience of strategic planning, risk management, health and safety assessment | **√** |  |
| **Behaviours and Characteristics** |  |  |
| A ‘solution-focussed’ and ‘can do’ attitude | **√** |  |
| A team player, innovative, supportive, self-motivated, flexible and able to demonstrate commitment  | **√** |  |
| Excellent standards of customer service  | **√** |  |
| Ability to work flexible hours including evenings and occasional weekends | **√** |  |
| Hold a full driving licence | **√** |  |