



## St Dennis Parish Council Job Description and Person specification Senior Administrative Officer

<b>Job Title:</b>	Senior Administrative Officer
<b>Salary Range:</b>	Between SPC6 and SCP9 £10.42 – 11.05 per hour, depending on experience
<b>Hours:</b>	20 hours per week covering 5 mornings
<b>Base:</b>	St Dennis Parish Council Office
<b>Responsible to:</b>	The Clerk, Chairman and Vice Chair of the Parish Council, and the Chair Vice Chair of the Staffing Committee
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal</u> : The clerk, all Councillors, other staff members  <u>External</u> : Cornwall Council, other organisation representatives, suppliers, general public, external support agencies, contractors

### Main Purpose of Job:

To support the Parish Clerk and the Council by undertaking all such duties as are deemed necessary for the proper and effective operation of the Council.

The main purpose of the job is to provide the full range of administrative support as would normally be expected in a small office. Duties will often need to be shared and leave, sickness and other absences will require mutual/flexible cover and substitution of responsibilities from time-to-time.

A full clean driving license and your own transport are essential.

### Main Duties and Responsibilities:

- To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues/refreshments, and contacting individuals regarding arrangements for meetings.
- To receive and review all planning applications, arrange meetings as and when necessary, convey comments and view of the Council to Cornwall Council Planning Department, and management of all records associated with planning decisions.
- To receive and report on invoices for goods and services to be paid for by the Council.
- To monitor the implemented policies of the Council, reviewing and maintaining a register of such policies and in conjunction with the clerk suggest appropriate modifications.
- To manage the training records of staff and Councillors, reporting to the clerk any training needs that may require updating.
- To be responsible for the maintenance of electronic and manual records, reports and statistics as required by the Parish Council /or other third parties. To ensure such records up to date and kept in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems.
- To investigate and apply for funding for projects identified by the parish Council and to liaise with various suppliers and contractors in obtaining quotes for work or supplies required.
- To study reports and other data activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.



## St Dennis Parish Council

### Job Description and Person specification

### Senior Administrative Officer

- To manage the Parish Council's website and social media accounts, producing news articles, marketing, publications/presentations, for the website, and associated social media pages. To produce a monthly Parish Council newsletter for publication locally.
- To support the Parish Council in wider administrative function by receiving correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the clerk or the Council. To issue correspondence as a result of instructions of or the known policy of the Council. Assessing stock control and stationery, filing, photocopying, maintaining office equipment.
- To ensure the provision of administrative support in respect of, daily diaries, burials, incident reporting, staff sickness, post book, petty cash book, Parish Council events.
- To Assist with the management of the Educational Bursary Scheme receiving and reviewing applications, seeking further information when required, liaising with applicants, course providers and the Education Bursary Committee.
- To assist in the management and maintenance of all land and assets under the control of the Parish Council, ensuring that obligations for risk assessment are properly met and health and safety requirements are adhered to.
- To undertake the day-to-day supervision of Casual Staff.
- To obtain quotations and issue orders for work being undertaken.
- Assist the Parish Clerk in ensuring the legal, statutory, and other provisions governing or affecting the running of the Parish Council are met.

Please note this is not an exhaustive list of duties within this role and can be subject to changes when required.

#### General/Other:

- To meet and greet visitors in line with the Parish Council's procedure and receive and prioritise incoming telephone calls and deal with them appropriately.
- To provide a professional and confidential administrative service for the Parish Council including processing of correspondence, reports, publications, and other documents as required.
- To undertake and apply any training provided and maintain a forward-looking list of appropriate training.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To assist in the management and maintenance of the Cemetery.
- To ensure that the Parish Council's needs are prioritised and to have a clear sight of how this role impacts on the Parish Council and members of the public at all times.
- To act as a Parish Council team member and provide support and cover for other staff where needs arise inclusive of occasional evening meetings.
- To be aware of and adhere to all Parish Council policies and procedures.
- To undertake other duties appropriate to the post as required
- To act as a representative of the Parish Council as and when required



## St Dennis Parish Council

### Job Description and Person specification

### Senior Administrative Officer

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	<p>GCSE's or equivalent to include Maths &amp; English at a C grade or above</p> <p>NVQ in business administration or equivalent experience</p>	<p>Admin or IT related qualifications at level 3</p> <p>Typing and word processing certificates</p>	Application
<b>Skills and Experience</b>	<p>Minimum 4 years office experience.</p> <p>Good standard of practical knowledge, skills, and experience of working in an office environment</p> <p>A practical working knowledge of IT software applications, inclusive of word, excel and PowerPoint</p> <p>The ability to communicate effectively with a broad audience via a range of different mediums.</p> <p>Ability to prioritise, multitask and work quickly and accurately</p>	<p>Experience of working within local authority office or similar environment</p> <p>Experience / knowledge of computerised accounting packages</p>	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	<p>Helpful positive with a can-do attitude</p> <p>Able to work well as part of a team and also independently</p> <p>Excellent interpersonal skills</p>	Minute-taking skills	Application/Interview/Assessment



## St Dennis Parish Council Job Description and Person specification Senior Administrative Officer

	<p>Strong organisational skills</p> <p>Able to work well and remain calm under pressure</p> <p>Able to maintain confidentiality at all times</p> <p>High level of accuracy and attention to detail</p> <p>Willingness to undertake training and development as appropriate to the role</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of vulnerable adults, children, and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
<b>Other</b>	<p>Willingness to work evenings when required</p> <p>Full Clean driving license</p> <p>Experience in Local Council Administration</p>	Desirable	Application/Interview/Assessment
<b>Behaviours and Values</b>			Application/Interview/Assessment

### Special Conditions related to the post

*The Parish Council is committed to safeguarding, promoting the welfare of the residents of the Parish of St Dennis and to ensuring a culture of valuing diversity, ensuring equality of opportunities.*



## St Dennis Parish Council Job Description and Person specification Senior Administrative Officer

Successful applicants will need to undertake the following before commencing employment:

Receipt of two satisfactory employer references one of which must be from your current or most recent employer  
Satisfactory verification of relevant qualifications  
Satisfactory health check

All new employees will be required to undertake mandatory training required by the Parish Council and completion of a Disclosure & Barring Service (DBS) Certificate with barred list information.

<b>How to apply:</b>	To download an application pack please visit: <a href="http://www.stdennisparishcouncil.org.uk">www.stdennisparishcouncil.org.uk</a>  Please complete an application form in full and return to: <a href="mailto:clerk@stdennisparishcouncil.org.uk">clerk@stdennisparishcouncil.org.uk</a> or by post to the address below.
<b>Contact details:</b>	Address: The Parish Council Office, Claytawc Building, Fore Street, St Dennis, PL26 8AF. Tel: 01726 821700 E-mail: <a href="mailto:clerk@stdennisparishcouncil.org.uk">clerk@stdennisparishcouncil.org.uk</a>
<b>Closing date:</b>	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

To find out further information please visit the Parish Council website at [www.stdennisparishcouncil.org.uk](http://www.stdennisparishcouncil.org.uk)