

## JOB DESCRIPTION

<b>POST TITLE:</b>	Administrative Assistant
<b>POST GRADE:</b>	NJC Scale G03
<b>SALARY:</b>	Points 6-7
<b>HOURS:</b>	22.5 Hours per week (Weds-Fri)
<b>LOCATION:</b>	Town Hall, Rhiw Road, Colwyn Bay
<b>RESPONSIBLE TO:</b>	Town Clerk
<b>QUALIFICATIONS:</b>	Five GCSE / 'O' Levels, including English. IT skills are essential (ability to use Microsoft Office package, in particular Word and Excel)
<b>NATURE OF WORK:</b>	To assist the Town Clerk in all clerical and administrative duties of the Town Council.
<b>WORKING CONDITIONS:</b>	Based at the Town Hall, (Former Magistrates Court), Rhiw Road, Colwyn Bay. The person appointed will be expected to sometimes work alone and unsupervised.

### DUTIES:

1. Assist with the preparation, publishing and despatch of minutes, agendas, letters, records and notices.
2. To undertake filing, photocopying, scanning, collating of information and archiving.
3. To respond courteously and efficiently to telephone and personal callers to the office and take messages for the Town Clerk and Assistant Clerk, where required.
4. To consider and reply and/or forward, as appropriate, emails received for the Council.
5. To help prepare lists of planning & licensing applications received, record planning decisions and submit the Council's observations/requests to Planning Officers, as required.
6. To receive, acknowledge, collate & photocopy grant applications.
7. To receive and despatch mail.
8. To maintain stocks and re-order stationery, as required.
9. To maintain strict confidentiality with regard to Council business and documents.
10. To take and record any hiring / bookings of the Town Hall by outside organisations and to keep up to date records of fire procedures & public liability insurance for each user group.

11. To be responsible for keeping the Town Council's website content up to date and compliant with relevant legislative requirements (e.g. Data Protection/Accessibility).
12. To undertake any urgent administration relating to the Mayor's engagements in the absence of the Mayor's Secretary.
13. To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety with the rest of the team.
14. To be 'Committee Clerk' for the Policy & Finance Committee, assisting in the preparation of the agenda, attending the meeting to take notes, drafting the minutes after the meeting and carrying out some of the actions arising from the meeting, to include deputising for the Clerk during any periods of absence.
15. To provide administrative support to the Community/Place Plan Team.
16. To attend meetings of the digital noticeboard editorial panel and assist with the receiving, checking and uploading of notices/posters.
17. To provide support for municipal and other events, such as St David's Day, Volunteer Awards, Annual Meetings, Bonfire Night and Remembrance Sunday.
18. To provide financial administration, to include raising invoices, routine monitoring and reporting.
19. To support the Clerk with routine building maintenance tasks.
20. To be responsible for establishing good working relationships, both internally and externally.
21. To participate actively in supporting the Council's principles and practices of equality of opportunity.
22. Compliance with written Policies and Procedures and to make known to the Clerk any areas which are not adequately covered.
23. To be willing to undertake training in order to effectively carry out the tasks required.
24. To carry out any such other duties as may be reasonably requested by the Town Clerk and / or Council.

**Review Date / Right to Vary:**

This job description is not intended to be an exhaustive list of duties. The Council reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in needs/priorities.

Signed by: ..... Date: .....

Approved by: ..... Date: .....