



JOB DESCRIPTION

POST TITLE:	Assistant Clerk
POST GRADE:	SLCC Clerks Band LC1
SALARY:	£30,023 (pro rata)
HOURS:	25 Hours per week (9-2pm)
LOCATION:	Town Hall, Rhiw Road, Colwyn Bay
RESPONSIBLE TO:	Town Clerk
QUALIFICATIONS:	Five GCSE / 'O' Levels, including English IT skills are essential (ability to use Microsoft Office package, in particular Word, Excel, Access and Website content management).
NATURE OF WORK:	To assist the Town Clerk in all clerical and administrative duties of the Town Council.
WORKING CONDITIONS:	Based in office in the Town Hall, (Former Magistrates Court), Rhiw Road, Colwyn Bay. The person appointed will be expected to sometimes work alone and unsupervised. The role includes evening meetings.
DUTIES:	<ol style="list-style-type: none">1. To assist with the preparation, publishing and despatch of minutes, agendas, letters, records and notices.2. To undertake filing, photocopying, collating of information and archiving.3. To respond courteously and efficiently to telephone and personal callers to the office.4. To consider and reply and/or forward, as appropriate emails received for the Council.5. To prepare lists of planning & licensing applications received, record planning decisions and submit the Council's observations/requests to Planning Officers, as required.6. To update and maintain the Council's Website, as required (to include uploading Minutes and Agendas).



7. To provide finance support including carrying out monthly bank reconciliations and raising invoices, as required.
8. To attend meetings of the digital noticeboard editorial panel and receive, check and upload notices and posters, as required.
9. To assist with the organisation of key annual events in the Town, e.g. Fireworks, Remembrance Sunday, St David's Day Parade, In-Bloom events.
10. To assist with the organisation of Civic Ceremonial Events, such as the Annual Meeting, Civic Sunday and Remembrance Sunday services.
11. To receive and despatch mail, including e-mails.
12. To maintain strict confidentiality with regard to Council business and documents.
13. To undertake all the administration of the Mayor's engagements and fundraising activities, to include sending out correspondence on behalf of the Mayor and providing administrative and accounting support in relation to fundraising activities.
14. To manage any hiring / bookings of the Town Hall by outside organisations, in accordance with the hiring policy.
15. To manage/oversee the paperwork and processes for the Litter Pick Hub and providing guidance to other team members on processes for bookings / collection / h&S / returns.
16. To act as 'Committee Clerk' for the General Purpose & Planning 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.
17. To act as 'Committee Clerk' to the Colwyn in Bloom Committee and the Climate and Nature Sub-Committee, assisting in the preparation of the agenda, attending the meetings to take notes, drafting the minutes after the meeting and carrying out some of the actions arising from the meeting.
18. To attend full Council meetings, as required, and assist the Clerk with the agenda and minutes.
19. 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.
20. To be responsible for the weekly fire alarm tests for the building if the test falls on Monday, Tuesday or Wednesday.
21. To be responsible for establishing good working relationships, both internally and externally.



22. To participate actively in supporting the Council's principles and practices of equality of opportunity.
23. Compliance with written Policies and Procedures and to make known to the Clerk any areas which are not adequately covered.
24. To be prepared to undertake training in order to effectively carry out the tasks required.
25. To carry out any such other duties as may be reasonably requested by the Town Clerk 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: