

Droitwich Spa Town Council

Job Description – Assistant Town Clerk – Community & Amenities Committee

Post Title: Administration Assistant - Committees
Scale: 4 (Spinal Column Point 18 – 21)
Hours: 37 hours per week

Reporting to: Town Clerk

Main Purposes of Role

To assist the Town Clerk in the provision of administrative support to the Town Council and its Committees

To provide a dedicated resource to support the Town Council's Community and Amenities Committee

To assist the Town Clerk in the implementation and supervision of a maintenance programme for the Town Council's assets

Main Duties

- In accordance with the Town Clerk's arrangements, and in consultation, prepare agendas, reports etc for meetings of the Town Council and its Committees and in particular the Community and Amenities Committee. To attend these meetings and produce Minutes and administer Committee Services, including dealing with matters arising, in accordance with statutory requirements and best administrative practice.
- To organise and attend meetings of member and other bodies and any associated agenda planning and briefing meetings as requested by the Town Clerk.
- To undertake such related research as may be necessary in consultation with other officers and agencies as appropriate.
- To organise site visits and other events and to deal with any correspondence arising, this to include the inspection of allotment gardens to ensure compliance with the Council's rules. These site visits etc to involve members as and when necessary.
- To attend any civic event or to assist with any arrangements for these as required by the Town Clerk.
- To receive and respond, and to issue correspondence and documents on behalf of the Council or bring such items to the attention of the Council, as a result of instructions, or the known policy of the Council.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports to the Town Clerk and/or for circulation and discussion by Council.

- In accordance with the Town Clerk's arrangements, to procure and manage contracts and framework agreements for goods and services on the Council's behalf and to implement and supervise a regular maintenance programme for the Council's assets, in particular the Council's buildings, park/open spaces, allotment sites and street furniture, this to include regular inspections.
- To work with Heritage Staff to promote Droitwich Spa in Tourism and support the Tourist Information Centre and Heritage Centre as instructed by the Town Clerk and/or the Community and Amenities Committee.
- To manage effectively budgets and other allocated resources.
- To participate in multi-functional/multi-disciplinary projects and tasks.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Council's Health and Safety Policy.

Contacts

In all contacts the post-holder will be required to present a good image of the Town Council as well as maintain constructive relationships:

Internal: Councillors, Town Clerk and Other Employees of the Town Council

External: Contractors, Suppliers, Members of the Public, Other Local Authorities

Notes

The Town Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The post will include occasional evening and weekend work. Where alternative working arrangements are required, every effort will be made to give at least one week's notice, however, flexibility within the job requirements is necessary and this should be taken into account.