

BRECON TOWN COUNCIL

Job Description

JOB TITLE: ADMINISTRATIVE OFFICER

LOCATION: BRECON

SALARY: NJC Grade SCP 7 £26,403 – SCP 12 £28,598 per annum

TERM: Permanent. 37 hours per week plus evening and weekends as required for which additional remuneration will be paid or time off in lieu given.

REPORTS TO: TOWN CLERK

PURPOSE

To provide comprehensive administrative and support services to Brecon Town Council and reliable and proactive support to the Town Clerk.

SPECIFIC RESPONSIBILITIES (in no particular order)

	<b>Operational</b>
1	Prepare agendas and minutes for Council and Committee meetings and maintain minute books. Undertake a wide range of administrative duties relating to meetings and projects and other workstreams as directed by the Town Clerk and deliver to a specified timescale. Administration to include, but not limited to, copy and audio typing, production of documents, posters, booklets, records, spreadsheets, photocopying.
2	As directed by the Town Clerk provide support for Brecon Town Council to deliver task and finish activity.
3	Administer the bookings of the Guildhall and other services and provide a comprehensive reception service at the Guildhall, including assistance to building users.
4	Administration and organisation of the Mayor and Deputy Mayor diaries.

5	Provide administrative support to the planning of, and assist with running of, Brecon Town Council's events as required, and act as Brecon Town Council's appointed person at the Guildhall for various events.
6	Provide administration support for the Breconshire Usk Fishing Association (for which a small honorarium is paid).
7	Provide a high standard of customer care to all including the public, volunteers, and other stakeholders.
8	General office duties to include telephone calls, emails, filing, correspondences, record keeping.
9	Any other duties as reasonably requested by the Town Clerk.
	<b>Information Technology</b>
10	Use of IT systems and technology to support the services offered.
11	Creation of posters and other promotional material.
12	Updating website with Council information, agendas, minutes and other information. Use digital platforms to support the work of Brecon Town Council including promoting services, new projects, customer feedback, consultations and other opportunities as appropriate.
	<b>Financial</b>
13	Record keeping for and administration of invoicing for Guildhall hirers and other services.
14	Assistance with record keeping and financial administration of Mayor's Charities fundraising, Breconshire Usk Fishing Association and other income streams as required.
15	Ordering, stock control and management of stationery and other consumables.
	<b>Compliance</b>
26	Compliance with Brecon Town Council's policies and procedures and all relevant legislation including GDPR.

PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	Good standard of general education	Introduction to Local Council Administration (ILCA)  Administration qualification  Customer Service qualification	Certificates to be presented at interview  Certificates to be presented at interview  Certificates to be presented at interview
<b>KNOWLEDGE AND SKILLS</b>	Excellent written and verbal communication skills.  Strong administrative organisational and time management abilities.  Ability to prioritise own workload and meet deadlines.  Good attention to detail and accuracy.  Competent IT and data entry skills.  Ability to work independently and as part of a team.  Professional and courteous manner when dealing with colleagues, customers, and visitors.  Understanding of confidentiality and data protection requirements.	Social media skills and website updating skills.	Application and Interview (for all of this section)

	<p>Basic understanding of the role of a Town/Community Council</p>	<p>Knowledge of and interest in Brecon and surrounding locality</p> <p>First Aid trained</p> <p>Ability to speak Welsh</p>	
<b>EXPERIENCE</b>	<p>Previous experience in an administrative or office support role.</p> <p>Understanding and experience of practical application of principles of general office administration to include accurate word processing.</p> <p>Experience of using Microsoft Office applications, including Word, Excel, Outlook, and virtual meeting platforms.</p> <p>Experience of handling telephone, in person, and email enquiries professionally.</p> <p>Experience of maintaining records, filing systems, and office documentation.</p>	<p>Experience of minute taking.</p> <p>Experience of bookings management.</p> <p>Experience of diary management and arranging meetings.</p> <p>Previous experience in a customer support role.</p> <p>Experience of providing event set up, support, stewarding and administration.</p>	<p>Application and Interview (for all of this section).</p>

<b>PERSONAL ATTRIBUTES</b>	<p>Reliable and punctual.</p> <p>Flexible and adaptable approach to work and to supporting other team members and covering duties where appropriate.</p> <p>Proactive and positive 'can do' attitude and willingness to take on new tasks and learn, with a solutions and problem solving focus.</p> <p>Confident working alone while maintaining productivity, meeting deadlines and maintaining standards.</p>		Application and Interview (for all of this section).
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