

STONE PARISH COUNCIL



JOB DESCRIPTION: Officer Administrator (Stone Pavilion)

Reports to: The Clerk

Location: Stone Pavilion; or as required.

Hours: 20 hours per week, including evening and weekend working as required to support activities.

Salary: £17,161 -£20,858 (Points 18-24) NJC Salary Scale) plus local allowance £787pa

Benefits: Local Government Pension Scheme, 33 days annual leave (including bank holidays) rising to 38 days after five years qualifying service

Probation: The appointment will be subject to the satisfactory completion of a six-month probationary period

OVERALL RESPONSIBILITIES:

The post holder will undertake a diverse, key role at Stone Pavilion, providing administrative support and effective customer service to members of the public, local groups, agencies and other tiers of authority.

The post will focus predominantly on the needs of Stone Pavilion but will also be expected to cover for the Office Administrator (Council) during periods of annual leave and sickness.

SPECIFIC DUTIES:

ADMINISTRATION

- To provide front of house reception cover as required on a rota system
- To perform general administrative duties to include, but not limited to, photocopying, faxing, correspondence, data entry, and filing in support of Council activities as required
- To receive incoming telephone calls and direct as necessary
- To receive enquiries and bookings in connection with Council facilities and services and update records accordingly
- To research suppliers, obtain quotes and place orders to fulfil Pavilion purchase requirements

- To maintain hard copy and electronic filing systems to ensure council records are accurate, current and retained in line with the Data Protection Act
- To create a log of incoming issues or complaints requiring the attention of the Clerk
- To create or assist with supporting documents for Pavilion activities
- To attend bi-weekly team briefings to ensure comprehension of current Council priorities and to report recent work activity

EVENT MANAGEMENT

- To assist as required in the facilitation of civic and other events

OTHER

- To undergo training, either to enhance or provide desirable skills or knowledge as required by the post
- To provide cover during periods of annual leave and sickness
- To be flexible in undertaking other duties as required by the Clerk or Council

Office Administrator (Stone Pavilion) – Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication skills at all levels • Good level of numeracy and literacy • Ability to effectively prioritise personal workloads and meet deadlines • Ability to undertake a diverse workload • Polite and efficient telephone manner • Methodical and accurate 	<ul style="list-style-type: none"> • Project administration skills • Able to minute take and produce accurate records of meetings 	Application Form/Interview
Education & Qualifications	<ul style="list-style-type: none"> • Good general education 	<ul style="list-style-type: none"> • Degree 	Application Form/Interview
Knowledge	<ul style="list-style-type: none"> • Microsoft Office (Word, Excel, Outlook, Access) 	<ul style="list-style-type: none"> • Facilities bookings software • Web authoring skills • Local authority working 	Application Form/Interview/ Ability test
Experience	<ul style="list-style-type: none"> • Experience of working in a similar role • Experience of working with the public 	<ul style="list-style-type: none"> • Events facilitation • Voluntary/community sector 	Application Form/Interview/ Ability test
Personal Attributes	<ul style="list-style-type: none"> • Flexible and adaptable attitude to work • Self-motivated • Enthusiastic, cheerful outlook • Professional approach • Hard working • Team player • Able to remain calm and courteous under pressure • Able to work evenings and weekends as required 	<ul style="list-style-type: none"> • Creative, comes up with ideas 	Application Form/Interview/ Ability test
Other		<ul style="list-style-type: none"> • Full, clean driving licence and use of car 	Application form