

GLYNNEATH TOWN COUNCIL

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	ADMINISTRATION ASSISTANT	Salary	Grade SCP 1 £17,835 pro rata, per annum (£9.27 per hour)
Reporting To	Town Clerk / RFO	Hours	20 hours per week
Staff Responsibility	none	Working Pattern	Part Time working which can be office and remotely based, flexible working and additional hours by agreement

Purpose of the Role

The Administration Assistant will

- assist with all aspects of office administration and clerical work for the Council
- provide support to the Clerk in his/her duties and be responsible for some specific areas of work

Key Duties and Responsibilities

General duties

- Act as the first point of contact for the Town Council; answer telephone calls, e-mails and open post
- Provide reliable and confidential administrative support to the Town Council
- Manage the office stationery supplies
- Maintain an effective digital filing system and assist with the filing, archiving and storage of paper records
- Liaise and communicate with facilities and office staff, Council members and Committee Chairs, members of the public, facility users, contractors and service providers, local authority representatives in a professional manner

Meeting administration

- Photocopy/print and prepare meeting packs
- Assist with the circulation of meeting agendas, minutes and papers

- c) Prepare meeting rooms/venues for meetings
- d) Display agendas, notices and other information on noticeboards, social media and website
- e) Attend Council / Committee meetings when required
- f) Assist Clerk with setting agendas and taking minutes

Council Administration

- a) Assist with Cemetery administration
- b) Assist with Community Fund administration
- c) Circulate planning applications to Councillors, maintain the planning application register and co-ordinate planning responses
- d) Update website and social media
- e) Administer Town Hall and Welfare Park bookings and maintain bookings diaries
- f) Circulate training opportunities to Councillors, maintain a training register and administer bookings
- g) Adhere to the Council's procurement policies as outlined in the Financial Regulations
- h) Assist with data capturing and basic accounts
- i) Assist in obtaining quotations and producing reports
- j) Report highways, environmental and other issues to relevant authorities

Payroll

- a) Check timesheets and input hours into payroll system
- b) Produce weekly wages report
- c) Produce monthly HMRC and pensions reports
- d) Maintain annual leave registers

Equality and Diversity

- a) Support the Town Clerk in ensuring the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work
- b) Work with the Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery

Personal Development

- a) Develop the job role through training and development opportunities made available by the Council
- b) Undertake to keep your knowledge and skills up to date
- c) Willingness to complete ILCA - Introduction to Local Council Administration

Other

- a) Undertake other duties from time to time which are commensurate with the level and grading of the post

**EMPLOYEE SPECIFICATION
ADMINISTRATION ASSISTANT**

Experience / Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Good general education • Commitment to complete study for Introduction to Local Council Administration 	<p>Essential</p> <p>Essential</p>	<p>Application / Interview</p>
<p>Knowledge, Skills and Attributes</p> <ul style="list-style-type: none"> • Commitment to public service • Good interpersonal and verbal communication skills • Good organisational skills; methodical and accurate • Working knowledge of IT systems (use of internet, e-mail, spreadsheets and word processing) • Good numeracy and literacy skills • Ability to work both independently and flexibly as part of a team • Positive and enthusiastic attitude • Knowledge of local government • Ability to work efficiently through the medium of Welsh • Willingness to learn the basics of the Welsh language 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application, selection tests and interview</p> <p>Interview</p>
<p>Other</p> <ul style="list-style-type: none"> • Honest and trustworthy with an ability to maintain confidentiality at all times • Committed to personal development and a willingness to embrace training opportunities provided by the Council • Prepared to attend occasional evening meetings and weekend events as required 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p>