

## WELLS CITY COUNCIL

<b>Job Description</b>	12 Month Fixed Term Project and Administration Officer
<b>Designation:</b>	Town Clerks Office
<b>Grade:</b>	£30,559 (SCP 18)
<b>Hours:</b>	37.5 hours per week.  Working pattern to be agreed.  Some evening and weekend working may be required.
<b>Location:</b>	All Council locations as required
<b>Job Purpose:</b>	Support in the delivery of a range of council projects and functions, across all service areas of the council.
<b>Line Manager:</b>	Town Clerk
<b>Responsible for:</b>	No supervisory responsibilities
<b>Key duties:</b>	<ul style="list-style-type: none"><li>• To support in the delivery of the Councils projects and key corporate priorities. Playing part in the achievement of operational and strategic goals of the organisation.</li><li>• To support in the administrative functions of the council, including customer services via face to face, telephony and email engagement with our customers.</li><li>• To support in the communications functions of the council via web, social media, marketing and consultation functions. Promoting and developing the Council's image.</li><li>• To support the Councils Responsible Financial Officer in the financial administration of the council. Preparing invoices, purchase orders, ledgers and forecasts.</li><li>• Support all officers in the preparation of governance reporting and project management.</li><li>• To be proactive in the application of service improvements or recommendations.</li><li>• To work collaboratively with our Councillors, customers, contractors and partners.</li></ul>

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	<ul style="list-style-type: none"> <li>To deal with the general public in a courteous and sympathetic manner.</li> </ul>
<b>Skills Knowledge and Experience:</b>	<p>Extensive previous administration experience</p> <p>Ability to prioritise and manage own work</p> <p>Computer Literate (Excellent working knowledge of Microsoft Office)</p> <p>Excellent interpersonal and communication skills</p> <p>Good problem solving and persuasive skills</p> <p>Good report writing skills</p> <p>Good general knowledge of Council services and functions</p> <p>Ability to respect and retain confidence</p> <p>Full Driving Licence desirable</p>
<b>Complexity &amp; Creativity:</b>	<p>To assist in identifying and fixing /resolving any day to day issues or challenges that arise</p> <p>Ability to respond politely to enquiries and report to the Town Clerk as required.</p> <p>Being innovative in their thinking in the delivery of services and wider benefits to the Council and their stakeholders.</p>
<b>Judgment and decisions:</b>	<p>Be able to act on own initiative to resolve day to day issues</p> <p>Being politically aware when dealing with all key stakeholders, including Members.</p>
<b>Contacts:</b>	<p>Town Clerk, All Council Staff, Councillors, Contractors, Members of the public, Stakeholders.</p>
<b>General:</b>	<p>To be compliant with Information Governance and Data Protection requirements.</p> <p>To comply with the Council's Health and Safety at Work policies and Safeguarding Duties.</p> <p>To be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.</p> <p>Work outside of normal hours where necessary</p> <p>Any other duties as so determined by the Town Clerk or nominated senior officer.</p>

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