Cleobury Mortimer Town Council

JOB DESCRIPTION

Administration Assistant

Overall Responsibilities

To support and assist the Town Clerk and Deputy Town Clerk in the execution of all Town Council business and to meet the Council's statutory requirements.

Person Specification

1. Good general standard of education and competency with IT, Microsoft programmes and Outlook.
2. Business administration experience including finance and audit – be able to demonstrate attention to detail.
3. Knowledge of working within a local government environment.
4. Personal skills to be able to relate to others, being a team player, communicate with staff, councillors, members of the public and external agencies.
5. Be able to show initiative, be self-motivated and flexible to adapt to work requirements.
6. Ability to follow procedures and instructions but also make positive contributions for improvements.
7. Demonstrate creative thinking and good problem-solving skills when faced with challenging situations.

Specific responsibilities

1. To support the Town Clerk/Deputy Town Clerk in ensuring the smooth management of the Town Council's Cemetery.
2. To manage all administration of the Cemetery including enquiries, bookings, raising invoices and ensuring that Cemetery records are maintained accurately and kept up-to-date as per procedures and legislation.
3. To liaise with contractors, funeral directors, other partners and staff regarding Cemetery management.
4. To ensure Cemetery Rules & Regulations are adhered to and take appropriate action to address any deficiencies.
5. Carry out risk assessments and method statements and ensure Health and Safety legislative requirements are fully complied with for themselves and other persons including the general public. Escalate any deficiencies to the Town Clerk/Deputy Town Clerk, so action can be taken as soon as practicable.
6. Ensure Cemetery memorial safety checks are carried out as per requirements. Escalate any deficiencies to the Town Clerk/Deputy Town Clerk, so action can be taken as soon as practicable.
7. To prepare reports, as required, on the overall management and administration of the Cemetery.
8. To assist with general Council correspondence and undertake any other administrative duties as directed by the Town Clerk/Deputy Town Clerk.
9. To assist with Town Council projects, setting up and attending Council events i.e. Annual Town Meeting, Christmas Lights Event, Annual Festival etc.
10. To attend training courses relevant to the role including Cemetery Management, Health & Safety and others as required.
11. To proactively work with the Town Clerk, Deputy Town Clerk and Councillors to drive a culture of continuous improvement to ensure that services and facilities provide the community with value for money and are delivered in a cost effective and efficient manner. Ideas and gaps in service provision noted, are to be encouraged to be shared with the Town Clerk and the Deputy Town Clerk.

12. To follow all Council policies and procedures; maintain confidentiality and collectively work to ensure the Town Council is compliant with Data Protection and other legislation.
13. To present a positive image of the Town Council by promoting its activities and achievements and ensure it maintains high standards through openness and accountability.
14. To attend and participate at weekly team meetings (minuted). Provide regular feedback to the Town Clerk and the Deputy Town Clerk regarding work tasks, as required, between meetings.
15. To attend annual appraisals with your Line Manager: Deputy Town Clerk and/or the Town Clerk.