

LISKEARD TOWN COUNCIL

J O B D E S C R I P T I O N

JOB TITLE: Administrative Assistant (Support Services)

DIRECTLY RESPONSIBLE TO: Support Services Manager.

HOURS: Part-time: 20 per week (four hours daily
Monday to Friday)

GRADE: NJC spinal point 16.

IMPORTANT FUNCTIONAL RELATIONSHIPS

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| (a) | <u>Within the Town Council</u> | Members of the Council
Other employees of the Town Council |
| (b) | <u>Outside the Town Council</u> | Officers of Cornwall Council
Service users/hirers
Official bodies
Members of the general public
Local private firms/contractors
Adjoining Local Councils |

MAIN PURPOSE OF JOB

To assist the Support Services Manager in the performance of his/her duties in carrying out all lawful orders and instructions of the Council and the taking of all reasonable steps to protect or promote the interests of the Town Council.

DUTIES

- (a) Primarily to assist the Support Services Manager with the provision of general clerical and administrative duties, reception services, committee administration support, filing, photocopying, procurement of goods, stationary supplies, and maintenance of office systems, including data bases.
- (b) To ensure the council's web site is up to date at all times.
- (c) To provide back-up support to the Facilities team when so required including in relation to allotments and hall bookings.
- (d) To provide lunch-time cover for the Tourist Information Centre.
- (e) To provide PA support to the Town Clerk and Support Services Manager.
- (f) To maintain records for the Council as required including in respect of staff sickness, holidays, time-off-in-lieu and training, data protection, freedom of information and complaints.

- (g) To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council. Significant permanent changes in duties will require agreed revisions to this job description.

NOTES

- (i) To undertake such training as shall be directed by the Support Services Manager and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements at all times.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.