

Administrative Officer

Thank you for your interest in the above post.

I enclose the Applicant's Pack. If you wish to apply for the post:

- Please send your CV and a statement outlining what you will bring to the role and how you meet the Person Specification (see Statement of Particulars) – maximum 1000 words.
- These should be emailed to townclerk@frodsham.gov.uk by 12 noon on Friday 23 September 2016 – please put 'Admin Officer Application' as the subject;
- The email must be accompanied by details (names & contact details) of two referees (one of whom must be your current or most recent employer) – the references will be taken up by the Council in the event of an offer of employment being made;
- Please also indicate if you have any connection to any member of the Council and what that connection is. This will not be taken into account during the selection/recruitment process
- Invitations to the interview will be issued to shortlisted candidates during w/c Monday 26 September and
- The interviews will hopefully be held on Friday 30 September

Please contact 01928 735150 if you need further information.

Following:

Job Description

Statement of Particulars, including Person Specification

Recruitment Process



Frodsham Town Council Job Description

Job Title:	Administrative Officer
Responsible to:	Town Clerk

1 Overall Responsibilities

- a. The Administrative Officer's responsibilities will consist of Secretarial, Administrative & Communications tasks.
- b. The Administrative Officer will support the Town Clerk in the performance of his/her duties and, in the Town Clerk's absence, take on such additional tasks that FTC deems necessary for effective operation of the Office.

2 Specific Responsibilities

a. Secretarial Functions

- i To make arrangements and prepare agendas for meetings of the Council & its Committees in consultation with the Town Clerk & the respective Chairs/Vice-Chairs;
- ii To attend specified meetings¹, to prepare & distribute minutes and to follow-up actions assigned to Councillors and/or staff; and
- iii To maintain the Mayor's Diary and Record of Events Attended.

b. Administrative Functions

- i To ensure that facilities are in place for the Councillors, public & press to access documents or information as appropriate;
- ii To liaise with Cheshire West & Chester Council;
- iii To receive correspondence & documents, identify those that need consideration and submit them to FTC/Town Clerk as appropriate;
- iv To maintain FTC's filing systems and be responsible for safekeeping of FTC's records & documents;
- v To organise meetings & events on behalf of FTC and be responsible for their effective management;
- vi To maintain the Order Book for goods, services & works;
- vii To check stocks & stores at least annually and ensure that stocks are consistent with minimum level for operational requirements.

c. Communications

- i To staff the Council's front office and deal with enquiries from the public & press;
- ii To administer the Council's website & other social media portals.

d. Training

- i To attend relevant training courses as directed by the Council.

e. Other duties as required.

Notes:

¹ To be agreed with the Town Clerk.

In the Town Clerk's Absence: All FTC and Committee & Sub-committee meetings



Frodsham Town Council Statement of Particulars

<i>Employer:</i>	Frodsham Town Council
<i>Job Title:</i>	Administrative Officer
<i>Place of Work:</i>	Town Council Office
<i>Type of Post:</i>	Permanent
<i>Start Date:</i>	asap
<i>Full/Part Time:</i>	Part-Time
<i>Hours:</i>	20 hours per week
<i>Remuneration:</i>	£8.42 per hour
<i>Holidays:</i>	Bank & Public Holidays + 20 working days (pro-rata)
<i>Probationary Period</i>	6 months with review at 3 months

Responsibilities: See attached Administrative Officer's Job Description

PERSON SPECIFICATION

Knowledge, Skills & Competencies:

1 Educational Background & Knowledge of Local Council Administration

Educated to a good standard including GCSEs (or equivalent) in English & Maths. (E)
Experience in Local Authority administration. (D)

2 Competence in the use of Information Technology

Computer Literate, including Microsoft suite, website administration and familiarity with use of social media (The Council will provide training in the use of in-house software where necessary) (E)

3 Secretarial Skills

Ability to arrange meetings, produce agendas and take minutes. (E)
Audio Typing (D)

4 Communications Skills

Dealing with colleagues, Councillors, external organisations, the public and press. (E)

5 Team Working Skills (E)

6 Organisational Skills

Ability to prioritise tasks, set targets and manage resources in a manner conducive to achieving the Council's aims. (E)

7 Commitment to the Interests of the Local Community (E)

8 Knowledge of Legislation Relevant to Local Authorities

Familiarity with Local Government, Health & Safety, Equal Opportunities, Freedom of Information, Data Protection and other relevant legislation. (D)

Frodsham Town Council
Staff Recruitment Process



Step 1 – Vacancy Identified:

- Councillors notified

Step 2 – Recruitment Protocols:

- Recruitment Panel appointed
- Panel produces proposal for:
 - Recruitment Timetable
 - Start Date & Hours of work
 - Salary scale
- Panel reviews Job Description, Statement of Particulars & Personal Specification
- Panel produces Contingency Plan (for interim period & possibility of failure to recruit at first attempt)

Step 3 – Advertising:

- Panel prepares:
 - Copy for advertisement
 - Application Pack
 - Arrangements for receipt of applications

Step 4 – The Interview Process

- Panel meets to:
 - Shortlist applicants
 - Prepare Interview Questions
 - Prepare Timetable for interviewing applicants
- Panel invites shortlisted candidates
- Panel selects candidate for appointment
- FTC ratifies Panel's selection

Step 5 – Making the Appointment

- FTC contacts the successful candidate to offer the post subject to references.
- FTC provides feedback to unsuccessful candidates where requested