

BROMHAM PARISH COUNCIL

JOB DESCRIPTION: SUPPORT OFFICER

REPORTS TO:	PARISH CLERK
WORKING TIME:	12 HOURS PER WEEK (MONDAY TO FRIDAY)
GRADE:	NALC Grade LC1 (13-17) £28,163 to £30,060 pro rata

The Support Officer will provide administrative and committee servicing support in respect of the range of Parish Council services and duties, including the management of Bromham Mill, and will have a key role in ensuring the smooth running of the Parish Council.

Some evening work will occasionally be necessary. The post holder must be flexible as to when the hours are worked and will be required to cover for the Parish Clerk during periods of annual leave and must have the experience and confidence to deputise in this way.

SUPPORT OFFICER: KEY SKILLS AND REQUIREMENTS:

- Excellent experience of providing administrative support.
- Good organisational skills.
- Excellent IT skills, including experience of information systems/databases, with demonstrable ability to use Microsoft Office including Word, Excel and PowerPoint.
- The ability to service meetings, take and write accurate and clear minutes, and to implement decisions.
- The ability to research, advise and report on issues.
- Experience of setting up and running office systems and maintaining good records.
- Good numeracy skills with the ability to maintain financial procedures (including budget monitoring and managing petty cash systems).
- Friendly, positive team player.
- Excellent interpersonal and communication skills, with professional telephone, written and e-mail manner.
- Exceptional time management and ability to use initiative and to work creatively and independently with an appropriate amount of supervision.
- The ability to maintain confidentiality.
- The ability to work flexibly including occasionally outside of regular business hours and to be willing to meet the needs of the service.

SUPPORT OFFICER: PERSONALITY PROFILE:

- Hard-working.
- Flexible.
- Can-do attitude and positive approach.
- Friendly and calm under pressure.
- Organised and thorough.
- Effective team player.
- Striving for Excellence.

SUPPORT OFFICER: KEY RESPONSIBILITIES

Specific Duties:

Bromham Parish Council, Bromham Village Hall, Village Road, Bromham, MK43 8JP, Tel: 01234 828851
www.bromham-pc.gov.uk

1. To assist and work in conjunction with the Parish Clerk to:

- Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- Carry out the full range of duties and functions necessary to secure the efficient and effective administration of the Council's services.
- Provide high standards of administrative support in connection with the operation of the Council and Bromham Mill.
- Ensure the effective running of the Parish office, dealing with visitors, telephone, postal, web messages and e-mail enquiries.
- Ensure that the instructions of the Council in connection with its function as a Local Authority are carried out and with due regard to confidentiality.
- Prepare and distribute meeting papers as required in accordance with the Council's calendar of meetings.
- Receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Council and Parish Councillors.
- Issue correspondence as a result of instructions of, or the known policy of the Parish Council.
- Ensure that all Council policies are up to date and available online.
- Manage and monitor the Parish Council social media accounts.
- Manage the insurance risk of the Council and to process claims as required.
- Monitor implemented policies of the Parish Council to ensure that they are achieving the desired result.
- Maintain village amenities and process public open space complaints and annual maintenance needs.
- Prepare the Parish Council's newsletter (Broadsheet) in consultation with the Editorial team.
- Maintain the Parish Council's noticeboard(s) ensuring that they are always up to date and relevant.
- Record and store all Councils minutes and legal records.
- Dispose of Council documents in accordance with the document retention and disposal policy.
- Organise the annual statutory meeting of the Parish Council.
- Organise functions and events.
- Organising the delivery of Council projects.
- Ensure the safe keeping of all keys for Council assets.
- Effectively act as the representative of the Parish Council as required.

2. To deputise for the Parish Clerk as and when required, including the preparation of agendas for meetings of the Council and Committees, issuing meeting notices and Councillor Summons, and attend such meetings and prepare minutes for approval.

General Duties: Bromham Parish Council

3. The designated Support Officer of the Parish Council shall undertake:

- The full range of general office and administrative duties.
- The maintenance of the daily Correspondence/Post Log (and copy to Parish Councillors as required).
- The preparation of typewritten correspondence in accordance with instructions, ready for signature by the Parish Clerk
- The posting of all correspondence as required.

- The regular maintenance of the Planning Log System (Computer and Filing).
- Filing and regular administrative duties to ensure up to date and easy access of information when needed.
- The issue of notices and preparation of agendas and minutes for the Parish Council and Committee Meetings as well as the Annual General Meeting.
- The attendance at Parish and Committee meetings as required and assisting with implementation of any decisions.
- The effective dealing with enquiries from members of the public either in person in the office or by telephone.
- The notification of all reported faults to the relevant authorities.
- The processing of maintenance needs identified in the Amenity Tracker by appointing contractors to carry out the work required on Parish owned land.

Other Duties

4. To occasionally assist with daily tasks associated with the maintenance of effective administrative systems attributable to the principal operations undertaken at Bromham Mill and, in this regard, to support and assist the Parish Clerk and Mill Estate Manager. This may require occasional attendance on site at Bromham Mill.
5. To cover Parish office opening hours in the absence of the Parish Clerk (hours to be agreed).
6. To carry out other duties/instructions commensurate with the Support Officer role as reasonably directed.

Conditions of Service

7. There will be a three-month probationary period, subject to one week's notice at any time on either side; thereafter, the appointment will be subject to termination by one calendar month's notice.
8. The method of payment of the salary remuneration is by monthly direct to bank transfer on or around the 27th of the month.
9. The holiday entitlement is 25 days per year pro-rata, plus Public/Bank Holidays where applicable. The leave year is from January to December and will be calculated pro-rata from date of your commencement date. You will normally be expected to take your leave in the year in which it occurs.
10. A casual user's mileage allowance of 0.45 pence per mile will be paid in respect of any occasion when the employee is required to use their own motor vehicle on official business for the Council (excluding travel between home and work during the normal working week). Such allowance shall be paid as expenses each month.