



Administrative Assistant

RECRUITMENT PACK

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Advertisement

Newbiggin by the Sea Town Council

Administrative Assistant

Salary: SCP 2-5

Part time – 24 hours per week £22,366 - £23,500 (pro rata)

Benefits include access to the Local Government Pension Scheme. 22 days annual leave plus two statutory days and Bank holidays (pro rata).

Some evening work required.

Newbiggin by the Sea Town Council serves an estimated population of 6,300 which includes the village of Woodhorn. It was created in 2009 following the reorganisation of local government in Northumberland and is the first tier of local government in Newbiggin. The statutory powers of the Town Council are limited and so are its resources, but it works with Northumberland County Council and other agencies to deliver a range of services and projects within the town.

Newbiggin by the Sea Town Council takes seriously its responsibility to represent our constituents and obtain the best outcome for them in any negotiations and service. We aim to influence external agencies to undertake a range of work on our behalf for the benefit of the Town, thereby maximising our limited resources and continue to:

- Provide a democratic and representational voice for the community.
- Support and contribute towards local regeneration and development.
- Seek to ensure quality and economic local council services.
- Liaise with other agencies to preserve and improve public services.

We aim to be a community focused council, striving to make Newbiggin by the Sea a better place to live, work and play.

The position of Administrative Assistant is an exciting new and challenging opportunity to help shape the style and direction of the Town Council. If you feel you would be successful in this exacting position, we would love to hear from you.

An application pack, including how to apply, can be obtained from Newbiggin by the Sea Town Council's website at www.newbiggintowncouncil.gov.uk or by emailing townclerk@newbiggintowncouncil.gov.uk

If you would like in informal chat with the Town Clerk, please call 01670 851833.

The closing date for applications: **Noon Sunday 14th July 2024**

NEWBIGGIN BY THE SEA TOWN COUNCIL

Administrative Assistant

How to Apply

1. Please read all the Application Pack prior to completing your application and make clear in your application why you are interested in the position, and what relevant skills and experience you have, with reference to the Job Description and Person Specification.
 2. The application form should be completed in full, and shortlisting will be based on the information provided. **CVs will not be accepted.**
 3. The closing date for applications is noon Sunday 14th July 2024. Applications received after this time may not be considered.
 4. It is preferred that you send your application by email to:
townclerk@newbiggintowncouncil.gov.uk If, however, you do not have access to email, you can post your application to:
Newbiggin by the Sea Town Council
76 Front Street, Newbiggin by the Sea
Northumberland NE64 6QD
1. Applicants who have been shortlisted for interview will be advised week commencing 15th July 2024.
 2. Formal interviews will be held week commencing 29th July 2024.

Full details of the interview process will be sent to all shortlisted candidates.

JOB DESCRIPTION – Administrative Assistant

Overall Responsibilities

The Administrative Assistant will assist the Town Clerk in providing efficient and effective support to the elected Council in delivering the agreed aims and objectives of Newbiggin by the Sea Town Council as determined and identified both by statute and through the decision-making process.

Assist in developing effective relationships and communications with the community and contribute towards the successful delivery of the Town Councils role and activities in the community. The duties to be carried out under the direction of the Town Clerk.

Specific Responsibilities

1. Statutory Responsibilities

- Contribute to the observation of legal, statutory and other provisions governing or affecting the running of the Council.
- Assist in production, collation and delivery of notices and associated papers for meetings of the Council and its Committees. Ensuring these are uploaded to the Council's website in line with legal provisions that govern the Council.
- Attend Town Council meetings and committees/working groups when required. Some meetings take place in the evenings where time off in lieu can be taken as agreed with the Town Clerk.
- To service Council and committees as and when required and deal with the requirements of each Committee.
- Acting as a representative of the Council as required.
- To act, in a professional manner as a representative of the Town Council and assist in providing a point of contact for customer enquiries and general admin duties.

2. Service and Administrative Responsibilities

- To manage the provision of support services in connection with the day-to-day activities of the Town Council and the manning of the Council Office, providing support to visiting members of the public and Town Councillors where appropriate
- To deal with correspondence which includes opening post, drafting letters for review by the Clerk, responding to emails.
- To gain a working knowledge of the Clerk's role and be able to provide cover for holidays, sickness, and unforeseen circumstances.
- Assist in the efficient running of the Town Council office, reviewing and monitoring systems, processes, policies, procedures and updating where appropriate. Make best use of appropriate IT.
- Receiving planning notifications and decisions and sharing with Councillors as delegated by the Clerk.
- Receive, record and report issues with Town Council assets. Organise repair, replace and/or removal as agreed by the Clerk.
- Carry out inspections of works by contactors engaged by Town Council when required.

- Plan, co-ordinate and assist the Town Clerk in the delivery of agreed communication strategies. board. Update and maintain the Council's social media presence where required, as well as notice.
- To provide event management support to the Clerk for all Council events. This will include planning, co ordinating logistics, managing invitations, working with vendors, and overseeing event schedules to ensure successful gatherings that reflect the Council's professionalism.

3. Financial Responsibilities

- To assist the RFO in processing financial transactions, bank payments, cash handling and any other financial related tasks.
- Issuing purchase orders and invoices on behalf of the Council, as directed by the RFO and entering data in Rialtas Omega to maintain a system of control.
- Contributing to ensuring financial efficiencies are sought, ensuring value for money.
- To assist the RFO and gain working knowledge to prepare and maintain detailed financial management systems for adherence throughout the Council and to ensure compliance with the Council's Financial regulations and co-operate fully with internal audits.
- To assist the RFO and gain working knowledge in ensuring that the Rialtas Omega computerised accounts and financial management system is maintained with up-to-date records, retaining, and filing all original documents.

4. Other Responsibilities

- Update the Council notice boards to ensure all details are accurate and posted in time for upcoming meetings.
- Undertake relevant training courses as required by the Council or for personal development, ensuring continuous improvement in skills and knowledge related to the administration role and gain working knowledge of Clerk's role. Stay informed about best practices and new developments in local government administration.
- To comply with all relevant Council systems, policies, and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems.
- To work in a flexible manner to meet the requirements and demands placed on the Council.
- Engage actively with the community and organisations to foster effective relationships and communication. To point to funding opportunities if relevant to those organisations and community groups.
- Carry out other various administrative duties as required by the Clerk.
- Carry out any other relevant duties which may be assigned from time to time by the Council.

Working environment

The above post will be based within the Office of Newbiggin Town Council as determined and directed by the Town Council.

Administrative Assistant – Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE	Assessed
Right to work in UK	All applicants must have the right to live and work in the UK		Passport and evidence of visa / right to work if required to be provided at interview
Educational Qualifications	<p>Good general education demonstrating numeracy and literacy; GCSE (or equivalent), including English and Mathematics (A-C/9-4 or equivalent)</p> <p>High Level of numeracy and literacy</p>	<p>Commitment to continual professional development and a willingness to study.</p> <p>IT Qualification</p> <p>Accountancy qualifications.</p> <p>A-Levels or equivalent</p> <p>Appropriate management, administration, or professional qualification.</p>	Application form
Previous work experience.	<p>Can provide high-quality and accurate administrative support</p> <p>Can produce professional and timely documents and correspondence.</p> <p>Can maintain a professional online presence via website and social media platform.</p> <p>Demonstrable understanding of the legal requirements affecting local authorities.</p>	<p>Local Government Administration</p> <p>An understanding of Local Government's structure, functions, responsibilities, and Procedures.</p>	Application form

Communication Skills	A high level of written, reporting, and presentational skills; excellent interpersonal skills.	Understanding of marketing and publicity, and or pro-active communication with local press and other media. Including online and through social media. Provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis.	Application form and Interview
Policy Development and strategic management		Knowledge of developing and implementing strategies, policies, and procedures.	Application form and Interview
Information & Communications Technology	Experience of using computerised systems and a working knowledge of Microsoft Office (or equivalent)	Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting. Advance working knowledge of Microsoft Office (or Equivalent)	Application form
Work Related Personal Qualities	Ability to prioritise and work on own initiative and complete tasks without supervision. Approachable and responsive with staff and members of the public. Ability to build effective working relationships with Council members, staff, and a range of stakeholders.	Good negotiating and influencing skills. Ability to manage change.	Application form and interview

	<p>Confidence to deal with challenging situations.</p> <p>Innovative approach to problem solving.</p> <p>Trustworthy with confidential information. Able to work within strict codes and conduct, policies, and procedures.</p> <p>Self-motivated and resourceful</p> <p>Excellent organiser</p>		
Operational	<p>Able to attend evening meetings and weekend civic related events.</p> <p>Ability to move around the locality to attend meetings and engage with residents and stakeholders</p>		
Driving Licence or access to means of mobility support.		A full clean driving licence.	Driving license to be provided at interview