



Skipton Town Council

SKIPTON TOWN COUNCIL

Job Description

Post Title: Administration and Allotments Officer (15 hours)

Reporting to: Chief Officer/ Deputy Clerk

Responsible for: N/A

Main Purposes of Role

- To assist in the day-to-day management of the Council's administrative functions.
- To assist in the preparation of statutory notices, summonses, agendas and minutes for all meetings of the Council and its Committees.
- To provide general administrative support to the Chief Officer, the Council's Estate, Market and Events/Tourism functions and to partner organisations.
- To assist in the provision of support services to the Town Mayor and other Members as appropriate.

Main Duties

Front of House

- To assist in ensuring that the Council's main reception is adequately staffed during office opening hours and that customer enquiries are dealt with in a professional and timely manner.
- To monitor the Council's telephone switchboard and deal with enquiries as appropriate.
- To monitor for telephone messages left outside of office hours.
- To assist in ensuring that the Council's main reception is kept clean and tidy and that all materials on display are current and valid.
- To assist in ensuring that any audio-visual displays in the Council's main reception are functioning during office opening hours and that information contained is current and valid. To assist in ensuring that all public areas, including the lift, are secured outside of office opening hours.
- To handle cash and other payments received at the Council's reception.

Council & Committee Services

- To assist in the production of notices and summonses associated with meetings of the Council and its Committees.

- To assist in the collation of any report(s) and/or background documents associated with meeting agendas.
- To assist in ensuring that the room where any meeting of the Council and its Committees is to be held is adequately prepared ahead of each meeting.
- To assist with administrative support to each meeting of the Council and its Committees, including the taking of minutes.
- To assist in ensuring that, following each meeting, minutes are drafted and circulated appropriately for approval.
- To assist in the maintenance of an official file of the minutes of meetings in line with legislation.
- To assist in ensuring that agendas for and minutes of meetings of the Council and its Committees are uploaded to the Council's website in a timely manner in line with Openness and Transparency Regulations.
- To assist with the maintenance of a record of resolutions made at meetings of the Council and its Committees and to liaise with other staff as appropriate to ensure that resolutions are implemented.

Administrative Support - General

- To assist in the provision of administrative support to the Chief Officer.
- To assist in the provision of administrative support to the Council's Estate Manager, Events & Tourism Manager and Market Manager.

Skipton Market

- To assist in the preparation of Consent to Trade and/or any other agreements with market traders.

Allotments

Assist the Estates Team to develop and maintain a work plan to:

- improve the security, safety and quality of the Allotments
 - restore abandoned or overgrown plots;
 - improve the condition of poorly maintained plots; and
 - make better use of space by sub-dividing or otherwise rearranging plots.
2. Assess applications for allotments from new and prospective tenants and determine the appropriate allocation of allotments in liaison with the Project Manager.
 3. Monitor the condition of individual allotments and liaise with tenants, as appropriate, to ensure the completion of any remedial work required.
 4. Resolve issues arising with and between tenants, referring difficult or policy issues to the Project Manager as required.
 5. Assess applications for structures and other contentious items.
 6. Ensure compliance with the Terms and Conditions and implement sanctions when necessary.

7. To work to ensure that the allotments are managed to maximise appropriate productive, biodiversity and safe use by tenants

Co-ordination of Bookings

- To assist with the co-ordination of bookings for the Council's Meeting Room and Council Chamber
- To assist in ensuring that the Meeting Room and/or Council Chamber are prepared ahead of any booking and to ensure that any additional facilities requested are provided.
- To assist in ensuring that the Meeting Room and/or Council Chamber are clean and tidy following the completion of any booking.

Mayoral Support

- To assist in providing support to the Mayor and Deputy Mayor, as required, in connection with their civic duties.

General Duties:

- To undertake such other duties and responsibilities as may be reasonably required, and which are consistent with the general level of responsibility of this role and the needs of the Council.
- To attend meetings of the Council and its Committees as appropriate.
- To maintain personal and professional development to meet the changing demands of the job, and to participate in appropriate training activities.
- To establish and maintain effective working relationships within and outside the organisation.
- To uphold the Council's core policies and procedures.

Contacts

The post-holder will be required to present an appropriate, positive, image of the Town Council, dealing with all contacts in a professional and respectful manner.

Internal Contacts: Councillors, Other members of Town Council staff.

External Contacts: Representatives of Partner Organisations and other Local

Authorities, Members of the Public.

Notes

The Town Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The post may include some evening, weekend and Bank Holiday work.

The postholder will be required to undertake appropriate training in connection with any aspect of the job role