



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square,
Fairbank Road, Southwater,
West Sussex RH13 9LA

Post Title:	Assistant Executive Officer
Salary:	Starting from £27,000 per annum – 37 Hours (Full-Time)
Responsible To:	Executive Officer

Job Summary – To provide a full supporting role to the Executive Officer/Responsible Financial Officer (RFO) – deputising as required (when qualified to do so).

Functional Relationships: - Parish Office personnel, Parish Councillors, tenants, suppliers, contractors, customers, and members of the public.

KEY ACTIVITIES

ADMINISTRATION

- Ensuring delivery of Southwater Parish Council’s objectives to a high standard.
- Responsible for scheduling and producing regular content for Facebook and Instagram accounts used by the Council, website, newsletters, and presentation of PR/publications in association with all Council activities.
- Management and administration of the Parish Council website.
- Ensure the effective management of postal services, telephone system and computerised systems operated by the Parish Council.
- Respond to correspondence as required by the Executive Officer or Council.
- Prepare, in consultation with the Executive Officer, agendas and reports, when required, for meetings of the Council, its committees, sub-committees, working groups and other meetings. Attend meetings and take accurate Minutes as required.
- Assist the Executive Officer to maintain in good order all records relating to the Council and its committees (e.g., Minutes, Declarations of Interest, etc) and comply with all statutory requirements relating thereto.
- Assist and provide support to the Executive Officer.
- Liaise with the Executive Officer on all matters pertaining to the Council, councillors, and staff.
- Answering general enquiries and letters from members of the public.
- Organising and reorganising as necessary the Council’s various filing and other systems.
- Assist as required in the organisation of any civic or other community event.
- To work in conjunction with the Executive Officer on quality Control of all the Council’s Policies and other documentation under the direction of the Executive Officer and ensure these are uploaded to the website accordingly.
- In conjunction with the Executive Officer and Administrator, help monitor the Council’s insurance liability, asset register and ensure adequate cover is in place.
- Familiarise oneself with all aspects of the Council’s administration and accounting processes.
- Ensure that the Council complies with the appropriate Employment Legislation and working with the Executive Officer on any legislative changes as and when they may occur.

- To assist with the maintaining, implementation, monitoring, and compliance of the Council's Health & Safety Policy and to carry out any Risk Assessments and method statements required to be undertaken for new Council activities.
- To familiarise oneself with an effective Emergency/Disaster Plan and work with the Executive Officer to ensure that this be documented and updated annually. To Include specific operation plans as required.
- To familiarise oneself with the issuing, monitoring and response of planning applications received by the Parish Council as Statutory Consultee.
- To work with the office team and help lead on the production, development, and delivery of projects for existing and future buildings and grounds maintenance in Southwater as directed.
- To work with the office team to assist with service delivery to a high standard including inspections, safety and maintenance of Council assets, such as play areas, bus shelters, streetlights, dog and litter bins, multiuser games areas, skate parks and open spaces (including trees).

FINANCE

- Familiarise oneself with the Council's accounts and support where necessary, ensuring that all systems and methods of operation are to the required standard, working under the direction of the RFO.
- Ability to work with the Accounts Administrator as and when required and directed by the RFO.
- Assist the RFO in all financial matters as and when required.

SUPERVISION

- Deputise for the Executive Officer in any absence due to sickness, holiday and/or training.
- Working with the Executive Officer, supervise and manage the work of the Parish Council Litter Wardens.
- Supervision of contractors contracted carrying out work on Parish Council assets in conjunction with Executive Officer and Office Staff ensuring that relevant insurance, method statements and risk assessments are in place prior to any works being carried out.

GENERAL

- To work flexible hours to meet the needs of the Council, undertaking work outside normal office hours for Council and Committee Meetings as required (subject to discussion with the Executive Officer).
- To carry out other duties within the capacity of the post holder which may from time to time be reasonable expected/requested by the Executive Officer in their absence.
- The Council reserves the right to vary the contents of the job description, after consultation, to reflect changes to the job role without changing the general character of the post or level of responsibility.

TRAINING/QUALIFICATIONS

- To undertake training in accordance with identified training requirements or directed by the Executive Officer.
- To study and achieve the Introduction to Local Council Administration qualification (ILCA) in the first month.
- To study and achieve the Certificate in Local Council Administration (CiLCA) qualification within 12 months.