



SOUTHWATER PARISH COUNCIL

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

Post Title: **Assistant Officer**

Salary: **£23,541 per annum – 37 Hours (Full-Time)**

Responsible To: **Executive Officers**

Job Summary – To provide a full supporting role to the Executive Officers – 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

- Responsible for Generating content of all Social Media sites used by the Council, PC website, Newsletters, and presentation of PR/publications in association with all Council activities, overseeing the Councils publications.
- Management and improvement of the PC website.
- Ensuring delivery of Southwater Parish Council's objectives to a high standard
- Ensure the effective management of postal services, telephone system and computerise systems operated by the Parish Council.
- Respond to correspondence as required by the Executive Officers or Council
- Preparation of Agendas as directed by the Executive Officers for meetings of the Council, attending and Clerking meetings and the preparation of the minutes for the approval of the Executive Officers and distributing Minutes to all Councillors and requested persons.
- Liaise with the Executive Officers on all matters pertaining to the Council, its Members, 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 be responsible for the maintaining, implementation, monitoring, and compliance of the Council's Health & Safety Policy. Ensuring that this complies with Health & Safety at Work Act and to include any Risk Assessments and method statements required to be undertaken.
- To work in conjunction with the Senior Administrator on quality Control of all the Council's Policies and other documentation under the direction of the Clerk and ensure these are uploaded to the website accordingly.
- In conjunction with the Executive Officers and office administrator, help monitor the Council's insurance liability, asset register and ensure adequate cover is in place.
- Assist the Executive Officers and raising new initiatives when appropriate.
- Familiarise oneself with all aspects of the Council's administration and accounting processes.
- Ensure that the Council complies with the appropriate Employment Legislation and advise the Executive Officers on any changes as and when they may occur.

- To familiarise oneself with an effective Emergency/Disaster Plan and work with the Executive Officers 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 with service delivery to a high standard, including sports facilities, (outdoors), play areas, skate parks, multiuser games areas, landscape management, parks and open spaces and public realm.
- 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 help ensure regular inspections and maintenance of Council assets, including play areas, bus shelters, streetlights, dog and litter bins, multiuser games areas, skate parks and open space (including Trees) to ensure safety and keep appropriate records.
- To work with the office team and help to manage and maintain Christmas Lighting stock and ordering of the Lintot Square Christmas tree under the direction of the Executive Officers.
- To provide regular reports for Council meetings as and when required.

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 Senior 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 Officers in any absence due to sickness, holiday and/or training.
- Working with the Senior Administrator, supervise and manage the work of the Parish Council wardens under the direction of the Executive Officers.
- When directed by the Executive Officers– ensure supervision of contractors contracted to carry out work on Parish Council land and/or buildings in conjunction with Executive Officers ensuring that relevant insurance, work 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 as required (subject to discussion with the Executive Officers).
- 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 Officers 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 as required or directed by the Executive Officers.
- To study and achieve the introductory Local Government qualification (ILCA) in the first month. To study and achieve the Certificate in Local Council Administration (CiLCA) qualification within 3 years.