

# Job Description and Person Specification

<b>Post Title</b>	<b>Senior Administration Assistant</b>
<b>Grade</b>	SCP NJC 6 -9  £21,968.00 to £23,194.00.  (National Pay award pending and expected to be in the region of an additional £2,000 per annum)
<b>Hours of work</b>	37 hours per week <b><i>(A level of flexible working hours to suit the needs of the successful candidate may be agreed – some evening and weekend may be required).</i></b>
<b>Location of Employment</b>	Newark Town Hall, Market Place, Newark, NG24 1DU <b><i>(Some home working will be possible and supported within the role)</i></b>
<b>Accountable to</b>	Town Clerk
<b>Pension</b>	Local Government Pension Scheme

## **Primary Job Purpose / Overview**

Newark Town Council is seeking a senior administrator to provide high level administrative support to the Councils existing administration staff.

The role will involve the successful candidate providing support to the finance team, cemetery and allotments team, civic and events teams, Town Hall hospitality team and museum and art gallery team. Full training and support will be provided.

The aim is that the successful candidate will develop a good broad understanding of the Councils operations across the board and be able to provide holiday and sickness cover to staff in all administrative departments.

There is potential for development and progression into more specific service dedicated administrative roles in the not-too-distant future. Other development and opportunities beyond that are also possible.

This is an excellent opportunity to get into Local Government and play an active part in the governance and administration of Newark on Trent with strong potential for growth and development within the organisation.

## **Duties & Responsibilities**

The list below reflects just some of the aspects of the role.

- Administrative support to Town Council administrative teams.
- Handling public enquiries.
- Managing and processing e-mails with colleagues and third parties.
- Processing financial data and documentation.
- Digitally maintaining cemetery and allotment records.
- Producing promotional information.
- Managing Social Media channels.
- Website maintenance.
- Supporting Town Council events both in the planning and delivery stages.
- Assisting in progressing council projects.
- Attendance at meetings with colleagues and third parties.

## **Person Specification**

<b>Experience &amp; Qualifications</b>	
<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<ul style="list-style-type: none"><li>• 1-year minimum previous experience of a busy administrative environment or able to demonstrate equivalent experience relevant to the role.</li></ul>	<ul style="list-style-type: none"><li>• Understanding of Local Government Structures.</li><li>• Experience of Local Government Financial Management.</li><li>• Experience of Cemetery Administration.</li><li>• Experience of planning and delivery of community events.</li><li>• Experience of Allotment administration.</li></ul>
<b>Knowledge &amp; Skills</b>	
<b><i>Essential</i></b>	
<ul style="list-style-type: none"><li>- Microsoft Office</li><li>- Multitasking</li><li>- Ability to work in a fast-paced office environment.</li><li>- Technologically savvy.</li><li>- Good problem solver.</li><li>- Ability to undertake research, find answers to questions and disseminate information in an appropriate way.</li></ul>	

## **Personal Attributes**

### ***Essential***

- Excellent communication skills, both written and verbal
- Display a good personal manner and presentable appearance
- Display tact, diplomacy and discretion at all times
- Display good organisational skills: evaluate competing priorities & prioritise appropriately
- Able to work equally as effectively as part of a team or on own initiative
- Adaptable with a can-do attitude.