



Seaford Town Council

JOB DESCRIPTION EXECUTIVE SUPPORT OFFICER

Responsible to: Town Clerk

Grade: SCP 26 - 30

1. Job purpose:

To provide efficient and effective support to the Corporate Management functions of the Council and the Town Clerk.

2. Areas of Day-to-Day Responsibility

Human Resources

Training

Democratic Services (Councillor Details, Committees, Outside Bodies, Elections)

Governance Advice (Council Policies, Meetings, Agendas)

Council Meeting Paperwork & Administration

Council Website

Annual Report

3. Duties

General / Administration

1. Information provision and support to the Town Clerk, Councillors and other members of staff as and when required.
2. Line management of the Administration Assistant (Mayor's Secretary).
3. Ensure the office is running effectively and efficiently, including overseeing the general office administration activities. Possible cover for general administration duties as and when required.
4. Part of the Corporate Management Team; responsible for providing administrative support to the team, arranging meetings, note-taking and overseeing follow up actions.
5. Staying up to date with matters effecting the Council and bringing these to the Town Clerk's attention as and where relevant.
6. Ensuring published Council documents and information are accurate and up to date (hard copies and online) and the Office and Councillor Information Packs.
7. To undertake any other duties required by the Council consistent with the level and scope of the post.

Human Resources

8. Day-to-day responsibility for all Human Resources functions of the Council, including advising and administration.
9. Working closely with the Town Clerk to ensure the Council is complying with Employment Law and its own policies.

10. Overseeing the training and development of staff members and councillors. Including record keeping, arranging of training and other related duties.
11. Responsibility for arranging work experience placements and liaising with all necessary parties.
12. Providing support to line managers and other members of staff on Human Resources queries or issues.

Communications

13. Responsibility for the Council's website, Facebook page and Twitter account. To ensure that information on these sites are up to date and accurate, meeting the legal requirements for data transparency. To act as point of call on website related queries.
14. Assist with the creation of Council press releases and publicity of the Council's activities.
15. Responsibility for the Council's Annual Report and quarterly Newsletters.

Governance

16. Assist with the monitoring and review of the Council's policies and procedures.
17. Providing advice to others on Council governance and adherence with Council policies.
18. Administration and monitoring of the Local Council Award Scheme.
19. Assisting the Town Clerk in ensuring compliance with regards to transparency, data protection, freedom of information, equal opportunities and other regulations.

Democratic Services

20. Administration and support for Council and Committee meetings; including report writing, agendas, minutes, follow up actions and dealing with queries on meetings.
21. Confidential support for the Personnel, Appeals, Disciplinary and Grievance Committees/Sub-Committees.
22. Providing assistance where possible during local and general elections and the induction of any subsequent Town Councillors.
23. Coordination of the Council's Outside Bodies, liaising with the external organisations, advising Councillors where needed and related administration activities.

Civic

24. Overseeing the Mayoral functions through the Administration Assistant; to include the offices of both Mayor and Young Mayor.
25. Ensuring Civic Protocol is upheld.
26. Responsible for arrangement of the Annual Town Meeting (Town Forum).
27. Overseeing the Freedom of the Town process.

Written: October 2013

Reviewed: August 2017