



SEAHAM TOWN COUNCIL

SENIOR CLERICAL ASSISTANT

JOB DESCRIPTION

1. **JOB TITLE:** Senior Clerical Assistant
2. **GRADE:** SCP 25 – 27
3. **LOCATION:** Town Clerk's Department at Town Hall, Stockton Road and such other locations as required.
4. **RESPONSIBLE TO:** Town Clerk, Deputy Town Clerk, Finance Officer
5. **KEY RESPONSIBILITIES:**
 - To be responsible for providing management and supervision of the clerical functions of the Town Clerk's Department.
 - The postholder is responsible to the Town Clerk and must be prepared to take charge of the Department in the absence of the Town Clerk, Deputy Town Clerk and Finance Officer.
 - To act as a member of the Council Senior Management Team.
 - To assist in the preparation of Town Council publications.
 - To assist with monitoring of workloads, targets and performance of staff in the Town Clerk's Department.
 - To assist the Council's Building Services Manager in undertaking inspections, ordering and checking works; advising and supervising adaptations and improvements and programming and dealing with the repair and maintenance of the Town Hall and any other Council buildings as required.
 - To provide such general administrative and supervisory support as may be required in the Town Clerk's Department to ensure the smooth running of the organisation.
 - Under the supervision of the Finance Officer, to carry out a varied range of duties in relation to the Council's financial transactions and activities and to assist in complying with the Council's statutory requirements to maintain proper accounting records and systems.
 - Oversee the issuing of invoices and collection of fees from sports lettings and assisting with the organisation of events including attendance. Oversee invoicing and collection of income on burial issues.
 - Co-ordinate and where necessary undertake routine monitoring and visits to allotments, grazing land and garages to determine levels of usage, dealing with

enquiries and complaints and also managing waiting lists and site records and issue of invoices and collection of rents.

- Co-ordinate and where necessary undertake playground inspections, completion of records and placing orders for improvements and repairs.
- Provide assistance as required in dealing with matters connected with the Council's twinning/partnership arrangements including visits by groups from and to Seaham; transport; arranging itineraries; finding host families; arranging receptions and other ancillary work.
- Completion of all clerical and legal requirements in completing legislative burial records.
- To act as a key point of contact with the provider for the operational aspects of the hospitality service arrangements for the Town Hall function suite, café and bar service provision.
- To act as a member of the Council Incident Management Team.

6. OTHER DUTIES AND RESPONSIBILITIES:

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

- To supervise all the core administrative and clerical tasks.
- The postholder must be both flexible and adaptive in their role and be able to deal with a wide variety of Council activities and to work with the minimum of supervision.
- Undertaking relevant research and the production of documentation relating to all services, functions and activities of the Council including correspondence; drafting and production of agendas; reports and minutes and such other documents as may require typing as directed by the Town Clerk, Deputy Town Clerk and Finance Officer.
- To issue directions, supervise, review and monitor such administrative and clerical support staff in their duties involving administration and clerical work.
- To produce work programmes, schedules; priorities and targets for relevant employees.
- Preparatory work, filing, research and general enquiries.
- Co-ordinating and controlling the maintenance of Council records.
- To assist, as required, in town twinning visits to and from Gerlingen.
- To provide general support and assistance with the finance functions of the Council including processing orders and accounts; checking requisitions; banking and petty cash issues; making entries in the financial registers including processing expenses

and claims.

- To assist the Town Clerk in developing strategic policy and procedural matters including specialist activities.
- To assist at outside events as required.
- Acting as a security key holder, locking all doors and windows, securing shutters and putting on alarms.
- Dealing in person, by phone, fax and email with enquiries from the general public.
- To ensure the Councillor's attendance lists of meetings; Conference lists, and diary work planning systems are correctly maintained.
- Undertake postal duties; stationery and stock control; ordering of supplies; routine maintenance items.
- To attend and clerk Council and Committee meetings when required.
- To assist at Civic or other Council functions and Twinning events as required.
- To provide training and supervision of Trainees.
- To develop a personal knowledge of administrative law, Council policies, procedures and systems and the need for observance of statutory deadlines and targets. Also to maintain and operate such work programming systems.
- To develop and use IT skills with a variety of equipment including computers and any new technology introduced by the Council which may involve expanding or improving areas of operations.
- To act as the Fire Safety Co-ordinator for the Town Clerk's Department.
- To act as a signatory for certain Bank accounts as required.
- Providing assistance as required with the range of tourism and information services provided by the Council.
- To carry out such other reasonable duties as and when assigned including clerical and other ancillary work at any other reasonable location whenever requested.

Period of Notice

One month's notice is required by either side in connection with the termination of this post.

Additional Terms and Conditions Applicable to all Posts

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this post.



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APPENDIX A

This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
 - The Council's health and safety policy;
 - The Council's disciplinary procedure
 - The Council's grievance procedure
 - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.