



WITNEY TOWN COUNCIL

APPOINTMENT OF **ADMINISTRATIVE ASSISTANT**

RECRUITMENT INFORMATION

MARCH 2018

WITNEY TOWN COUNCIL

INFORMATION BOOKLET

Contents

- | | |
|---|---------------------------------|
| 1 | Witney Town Council |
| 2 | Job Description |
| 3 | Person Specification |
| 4 | Service Conditions |
| 5 | Application Form (Separate PDF) |
-

If you require any further information please contact Mr John Hickman, Operations & Estates Officer at the address below.

If you have a disability and require any special arrangements in completing the application form or attending for interview please let me know.

**Witney Town Council
Town Hall
Market Square
Witney
OX28 6AG**

Tel: 01993 704379

Fax: 01993 771893

E-mail: info@witney-tc.gov.uk

CLOSING DATE FOR APPLICATIONS

Tuesday 3 April 2018 by 9am

Completed applications should be marked

PRIVATE & CONFIDENTIAL

and addressed to the Town Clerk at the above address

1. WITNEY TOWN COUNCIL HISTORY

The Council

Witney Town Council was created in 1974 following the reorganisation of local government and the disbanding of Witney Urban District Council and is the largest parish within West Oxfordshire.

The residents are represented by 17 Councillors (covering 6 wards) each elected for a term of four years, the next elections will be in May 2019. Each year the Council elects from amongst its Members the Town Mayor and Deputy Town Mayor.

The current political composition of the Council is 15 Conservatives, and 2 Labour & Co-operative.

The Council is managed by the Town Clerk, assisted by a team of Officers, administrative staff, and a small maintenance team.

The Council's Mission Statement is:-

“To seek continuous improvement in the range and quality of services provided by Witney Town Council, in order to improve the quality of life for the people of Witney.”

Corporate Objectives

1. To represent the views and wishes of all the residents of Witney
2. To promote equality of access to all residents
3. To preserve the traditions and identity of the town
4. To work independently and in partnership with others to improve the quality of life, by developing and improving facilities and services to the highest standards, at economic cost
5. To encourage investment in the town, in order to promote the economic well-being of residents

Functions of the Town Council

The Town Council is responsible for the maintenance of many acres of public open spaces and numerous small areas of grass shrubs and trees situated on the scattered housing estates and the inner town sites. These include 14 play parks, one which has a splash park and 4 recreation grounds, a Lake & Country Park, and two cemeteries, one of which was opened in 2004. There is also allotment land on four separate sites around the town.

The sports and recreational facilities consist of two cricket pitches, 12 football pitches, two bowls greens, 12 tennis courts, a crazy golf course and children's play areas.

In addition, there is a Country Park of 29 hectares which includes a lake which has been developed by the Council to provide a natural environment for more tranquil leisure pursuits.

The general grounds maintenance contract for sports and amenity areas and the two cemeteries is currently held by a specialist commercial contractor but the Town Council's direct labour team undertake burials and maintain the Country Park.

The Council employs a direct workforce of six permanent staff who undertake general maintenance of the Council's buildings and facilities.

The Council owns and administers three public halls, two being in the town centre, one of which being the Corn Exchange in Market Square which underwent a recent major refurbishment.

Many small operations – street furniture, tree planting and floral displays complete the readily identifiable Council's functions, although the Council interests itself in anything that enhances the Town appearance and the pleasure of the townspeople. Witney Town Council also provides the Christmas Lights display in the Town and assists with the Switch-On event.

Often the Town Council works in partnership with other authorities and local organisations, in particular West Oxfordshire District Council.

Provision of Services

In addition to the Town Council, Witney is served by West Oxfordshire District Council for services including the collection of Council Tax, refuse collection, environmental health, planning, leisure centres, etc. and Oxfordshire County Council provides education, social services, libraries, roads, street lighting, etc.

Services provided by the Town Council include:

- Planning consultation
- Management of assets, e.g. allotments, Lake & Country park, parks and open spaces etc

- Management of the Town Hall and Town House/Buttercross
- Provision of three public halls – Burwell, Langdale & the Corn Exchange
- Management of the Tower Hill and Windrush cemeteries
- Administration of committee services
- Civic Functions

Meetings

All the meetings are held in the Council Chamber in the Town Hall, Witney and normally commence at either 6pm or 7pm as set at the beginning of each Council year by each Committee.

Staffing Structure

The Council's staff implements the Council's policies and administers and operates the functions and services set out above.

Further information and the latest news on Witney Town Council can be found on the website www.witney-tc.gov.uk or via the APP.

2. JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT



Reporting to:	Operations & Estates Officer
Hours:	37 hours per week - flexible (some evenings/weekend may be required)
Grade/Salary:	SCP 13 – 15 [£16,491– 17,072]
Location:	Town Hall

Job Summary:

to provide efficient administrative and clerical support to the Operations & Estates Officer by carrying out the administration relating to the Council's Estate including the up keep of Health & Safety/Compliance records and Community Events, as well as having specific duties.

to deal with telephone/email and face to face enquiries relating to all bookings enquires of the Council's pitches and other facilities.

to provide cover for the Cemeteries Officer as required ensuring compliance with the necessary legislation.

Duties:

1. Pitch Bookings & Recreation Grounds

To ensure the smooth running of the bookings of the Council's Sports Pitches and Recreation Grounds for events. This will include:

- Answering and responding to telephone/e-mail enquiries and dealing with members of the public who visit the Town Hall.
- Receipt and record monies (cash, cheque and electronic payments) paid for bookings, and submit for banking by the Responsible Financial Officer
- Maintain the facilities bookings filing, document management system, archive and storage systems
- Maintenance and operation of the bookings software for Council owned recreation grounds for pitch hire (Football and Cricket), and recreation grounds (for events) in accordance with conditions of hire and policy directions, and ensuring information such as addresses and contacts are kept up to date
- To ensure receipt of all the paperwork relating to third party events on the Council's land or premises is received in a timely manner (Event Management Plans, Risk Assessments,

Insurances etc) for determination by the Operations & Estates Officer in order to issue the necessary permissions and permits.

- Using the bookings software to produce invoices and account for bookings in conjunction with the Responsible Financial Officer.
- Ensure that facilities required and booked by hirers are available, that bookings forms are completed correctly including the calculation of charges and collection of payments/deposits is in accordance with Council policy.
- Produce pitch hire reports for the Council's Grounds Contractors in a timely manner in order to ensure pitch availability.
- By utilising the bookings software produce reports for the Operations & Estates Officer as appropriate.

2. **Community Events**

To support the Operations & Estates Officer with the administration of such community events/sponsored entertainment as shall be decided by the Council in accordance with agreed policy and budget limitations. Current events include by not limited to:

- Christmas Lights Switch-on event and the Christmas Advent Fayre
- Schools in Bloom/Britain in Bloom competition
- Play Days
- Remembrance Sunday and Freedom Parades

All event planning will be under the direction of the relevant Working Party/Council committee.

To support the Operations & Estates Officer with the administration of requests for hire of the Council's Recreation Grounds by third parties to hold events – these currently include the May Fair, Witney Carnival, Music Festival, LibFest and Witney Feast. Ensuring receipt of all the paperwork in a timely manner (Event Management Plans, Risk Assessments, Insurances etc) for determination by the Operations & Estates Officer in order to issue the necessary permissions and permits.

3. **Cemetery Administration**

To provide cover for the Council's Cemeteries Officer by dealing with burial bookings in their absence – liaising with funeral directors for the bookings of funerals, and dealing with enquiries from the general public on the reservation of graves.

4. **General Administration**

- Answering the main switchboard and distributing calls, taking messages where necessary or signposting callers to other service providers/agencies. Provide cover for reception as required (lunchtimes/holiday cover).
- Ensure reception area is tidy, leaflets are current and the Town Hall noticeboard is maintained and up to date.
- To receive and dispatch post
- To filter the Council's central e-mail communications by responding or forwarding to the relevant officer as appropriate

- To maintain the Council's filing, document management system, archive and storage systems
- To order stock of stationery and other minor office equipment as necessary and be responsible for the stationery budget
- To assist the Operations & Estates Officer with general office administration, such as scanning in documentation, letter writing, report writing etc and undertake research analysis as and when necessary.
- To keep up to date on a regular basis databases, such as a schedule of various maintenance contracts that are currently in existence and vehicle maintenance records ensuring they are taxed, serviced and MOTd.
- To ensure records relating to health and safety, maintenance and compliance are maintained regularly
- To maintain the records relating to the Council's tree stock, ensuring the necessary works are carried out in a timely manner and recorded as necessary
- To check the relevant paperwork and maintain records relating to the Works Department such as timesheets duly authorised, holiday forms, sickness records etc.
- To order materials, equipment and stock items under the direction of the Operations & Estates Officer and the Works Foreman, in a timely manner to ensure the smooth running of the Works Department
- To order supplies to replenish stock of the first aid boxes in the Council's buildings
- To review and maintain a register of preferred suppliers, updating documentation as necessary.
- To maintain a schedule of street furniture such as benches, bus shelters and waste receptacles and process requests from the members of public for the maintenance of and installation of new facilities
- To provide information to the RFO to ensure inventories and the asset register are regularly updated, keeping own records as appropriate

Such other reasonable duties as determined by the Town Clerk commensurate with the status of the post.

Contribute to team meetings, team working and implementing organisational priorities

Be flexible within the broad remit of the post

Abide by the Council's policies and practices, including Financial Regulations.

Health and Safety

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

Fairness and Dignity at Work

Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

This job description is provided to assist the post holder to know main areas of responsibilities. These may be amended from time to time, without change to the level of responsibility appropriate to the grade of the post

3. PERSON SPECIFICATION

Essential

- Good general education and good level of numeracy and literacy
- Computer literate and ability to maintain databases and operate office equipment effectively (such as a multi-lined telephone system).
- Good organisational skills
- Effective communication skills, both written and verbal with a polite, efficient and courteous manner. Able to deal sympathetically with distressed, agitated, confused, irate customers or those with special needs.
- Able to remain calm under pressure.
- Possess a friendly and helpful disposition.
- Able to work as part of a team, service orientated, supportive, self-motivated, flexible, and able to demonstrate commitment

Desirable

- Qualifications or experience of working in an Facilities Administrative role or customer service environment
- Good local knowledge
- Basic accounting/book-keeping skills
- Knowledge of how local authorities or other large organisations operate.

4. TERMS & CONDITIONS OF EMPLOYMENT

Post Title:	Administrative Assistant
Salary Grade:	Scale Points 13 – 15 £16,491 to £17,072 per annum
Place of Employment:	Town Hall
Hours of Work:	37 hours per week (some flexibility is required as some evenings and weekend work may be required)

There may be a requirement for the post holder to occasionally work additional hours, for which you will be entitled to time off in lieu at a time to be agreed with your line manager. Overtime will not normally be paid.

Employment Status:	Permanent
Pay Period:	Monthly
Pay Arrangements:	Salary will be paid by BACS into a bank or building society account, on or before 25 th of the month.
Allowances:	Casual user car rates at NJC approved rates.
Annual Leave:	23 working days, rising to 28 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays.
Pre-employment checks:	<p>Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer), and satisfactory DBS check</p> <p>The Council reserves the right to arrange a medical check</p>
Probation Period:	Six months
Notice Period:	The appointment is subject to one months' notice on either side
Conditions of Service:	Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.
Pension Scheme:	Employees with a contract of employment for three months or more are eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.

Contributions range from 5.5% - 12.5% of whole time equivalent salary plus pensionable allowances, and are assessed annually in accordance with the Council's Pensions Policy Statement. The contribution rate for the salary range of this post will be 5.8% [£13,701 to £21,400]

Further information on the Local Government Pension Scheme can be found at <https://www.lgpsmember.org/thinking-joining.php>