



WITNEY TOWN COUNCIL

APPOINTMENT

OF

ADMINISTRATIVE SUPPORT ASSISTANT:

HALLS & GREEN SPACES

RECRUITMENT INFORMATION

JULY 2022

Mrs Sharon Groth
FSLCC fcMgr
Town Clerk

Clr Liz Duncan
Mayor of Witney

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INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for position of **Administrative Support Assistant: Halls & Green Spaces**. We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed of assistance in deciding to apply.

CONTENTS

1	Background to the Council
2	Staffing Structure
3	Job Description
4	Person Specification
5	Service Conditions
6	Application Form

If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it with a covering letter, both marked **PRIVATE & CONFIDENTIAL** by email, or print and post by **12 NOON ON FRIDAY 12TH AUGUST 2022** to the email/postal address at the bottom of this page.

The Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, or would like an informal discussion on this role please contact Adam Clapton, Deputy Town Clerk on 01993 704379.

If you have a disability or impairment and you would like us to make any special arrangements concerning the completion of your application form or attending for interview, please do let us know.

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Contact: Sharon Groth, Town Clerk and Chief Executive  
Witney Town Council,  
Town Hall,  
Market Square,  
Witney,  
OXFORDSHIRE, OX28 6AG

Email: [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)

Telephone: Loraine Harwood [PA to the Town Clerk/CEO] on 01993 704379

# WITNEY TOWN COUNCIL

## ABOUT WITNEY

Witney is a market town founded on the banks of the River Windrush, situated on the edge of the Oxfordshire Cotswolds.

It's the largest town in the district of West Oxfordshire and has a population of approximately 29,000, with a further planned increase.

Witney established itself as an important wool town and despite the COVID-19 pandemic still has a healthy business community. Shopping standards and facilities are very good – with a great mix of quality independent traders and High Street names.

Free parking and the town's unique blend of history, culture and shopping make it a very popular destination for visitors.

Oxford is within easy reach via a regular bus service linking up with fast trains to London. It is within the West Oxfordshire District Council whose offices are also in Witney.

## ABOUT THE COUNCIL

The 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.

Its offices are located within the Market Square in the centre of the town.

Witney Town Council is one of the larger Town Councils in the Oxfordshire area and represents the first tier of local government in Witney which is closest to its electors. Soon to be employing around thirty-six staff in total when the grounds maintenance service is brought in house in October 2022, the Town Council consists of seventeen Councillors elected for a four-year term (next elections are due in May 2023) to represent constituents in the various wards. Town Council meetings are presided over by the Chair of the Council, who is elected from among fellow Councillors each year at the Annual meeting.

The Council has 5 Standing Committees plus Full Council – the Climate, Biodiversity & Planning Committee, the Halls, Cemeteries & Allotments Committee, the Parks and Recreation Committee, the Policy, Governance and Finance Committee, and the Stronger Communities Committee. In addition, there are ad-hoc Working Groups as and when required.

The calendar of meetings for the municipal year 2022-23 is provided below.

## COMMITTEE CALENDAR OF MEETINGS 2022-23

| All meetings held at the Corn Exchange, Witney unless otherwise stated on the published Agenda |     |         |                                |                      |                              |                             |                            |                                 |                     |
|------------------------------------------------------------------------------------------------|-----|---------|--------------------------------|----------------------|------------------------------|-----------------------------|----------------------------|---------------------------------|---------------------|
| CLIMATE, BIO-DIVERSITY & PLANNING                                                              | 6pm | Tuesday | 19 April†<br>10 May<br>31 May* | 21 June†<br>12 July* | 2 Aug†<br>23 Aug<br>13 Sept* | 4 Oct†<br>25 Oct<br>15 Nov* | 6 Dec†<br>3 Jan<br>24 Jan* | 14 Feb†<br>7 March<br>28 March* | 18 April†<br>2 May* |
| PARKS & RECREATION                                                                             | 6pm | Monday  | 16 May                         | 27 June              | 5 Sept                       | 31 Oct                      | 9 Jan                      | 6 March                         |                     |
| HALLS, CEMETERIES AND ALLOTMENTS                                                               | 6pm |         | 23 May                         | 4 July               | 12 Sept                      | 7 Nov                       | 16 Jan                     | 13 March                        |                     |
| STRONGER COMMUNITIES                                                                           | 6pm |         | 30 May                         | 11 July              | 19 Sept                      | 14 Nov                      | 23 Jan                     | 20 March                        |                     |
| POLICY, GOVERNANCE & FINANCE (& Personnel sub-committee)                                       | 6pm |         | 6 June                         | 18 July              | 26 Sept                      | 21 Nov                      | 30 Jan                     | 27 March                        |                     |
| COUNCIL                                                                                        | 7pm |         | 20 June***                     | 1 Aug                | 10 Oct                       | 5 Dec<br>12 Dec**           | 13 Feb                     |                                 |                     |

### Sub- Committees

|                            |  |     |        |         |         |        |        |  |  |
|----------------------------|--|-----|--------|---------|---------|--------|--------|--|--|
| Personnel (part of PG & F) |  | Mon | 6 June | 18 July | 26 Sept | 21 Nov | 30 Jan |  |  |
|----------------------------|--|-----|--------|---------|---------|--------|--------|--|--|

### Working parties

|                  |     |     |        |         |        |        |       |  |  |
|------------------|-----|-----|--------|---------|--------|--------|-------|--|--|
| Corn Exchange WP | 5pm | Mon | 16 May | 27 June | 5 Sept | 31 Oct | 9 Jan |  |  |
|------------------|-----|-----|--------|---------|--------|--------|-------|--|--|

**Annual Council Meeting** – Wed 17<sup>th</sup> May 2023

**Annual Town Meeting** – Wed 15<sup>th</sup> March 2023

**NOTE:** CHRISTMAS BREAK – Meetings will not be called between 13 December 2022 and 3 January 2023 unless deemed necessary.

\* Indicates full Planning Committee Meeting, including minutes

\*\* Meeting on 12 December 2022 for budget purposes only

\*\*\* Meeting for adoption of AGAR

† Meeting to incorporate Environmental/Climate items (first planning of each cycle)

**When Traffic Advisory Committee at 2.30pm** - 7<sup>th</sup> June 2022, 27<sup>th</sup> September 2022, 10<sup>th</sup> January 2023, 21<sup>st</sup> March 2023

## **FINANCES**

The Town Council is predominantly funded by the taxpayers of Witney and doesn't get any funding from the Business Rates or Central Government. A small amount of income is generated from hire of halls, sports pitches and tenants in Council owned property.

The precept raised via West Oxfordshire District Council for the financial year 2022/2023 is £1.83m, being £166.83 on a Band D property per annum.

The Council has an annual turnover of just over £2m.

## **FUNCTIONS OF THE COUNCIL**

As one of the largest Town Councils in the Oxfordshire area, the Council boasts some impressive facilities and amenities which can be viewed on our website - <https://www.witney-tc.gov.uk/>. As well as some historic listed buildings, such as the Corn Exchange right in the beautiful vista of Market Square; other assets and areas of responsibility include the Burwell Hall -a community centre on the Thorney Leys Estate which abuts the Burwell Recreation Ground, several other formal park areas, a country park and lake area, two cemeteries, several play areas, and sports facilities.

The Town Council is made up of six wards with a total population c.29,000 and is located around 12 miles from Oxford and 25 miles from Swindon.

The Council is committed to the provision of facilities and services to its residents and has developed a range of events, activities, and new projects to bring the community together. The Council hosts various football, bowls, tennis and cricket clubs and there are numerous cycling and walking trails, especially in and around the country park facility. Many of the Council's aspirations can be found in the Open Spaces Strategy adopted in 2021, available here: <https://democracy.witney-tc.gov.uk/ecSDDisplay.aspx?NAME=SD360&ID=360&RPID=492465>

The Council places community development high on its list of objectives and in particular aims to ensure that a varied programme of entertainment, social and cultural activities is available to all sections of the community, all supported by services and facilities managed and maintained to the highest possible standards.

## **CLIMATE EMERGENCY**

On 24 June 2019 the Council, like other local authorities, declared a Climate Emergency and is very much invested in achieving carbon neutrality by 2028.

## **STAFFING STRUCTURE**

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

A copy of the Council's staffing structure is provided below, which will come into place in July 2022 on the appointment of the Head of Operations, and to support the Council's decision to bring its grounds maintenance service in house when the current contract ends on 30th September 2022.

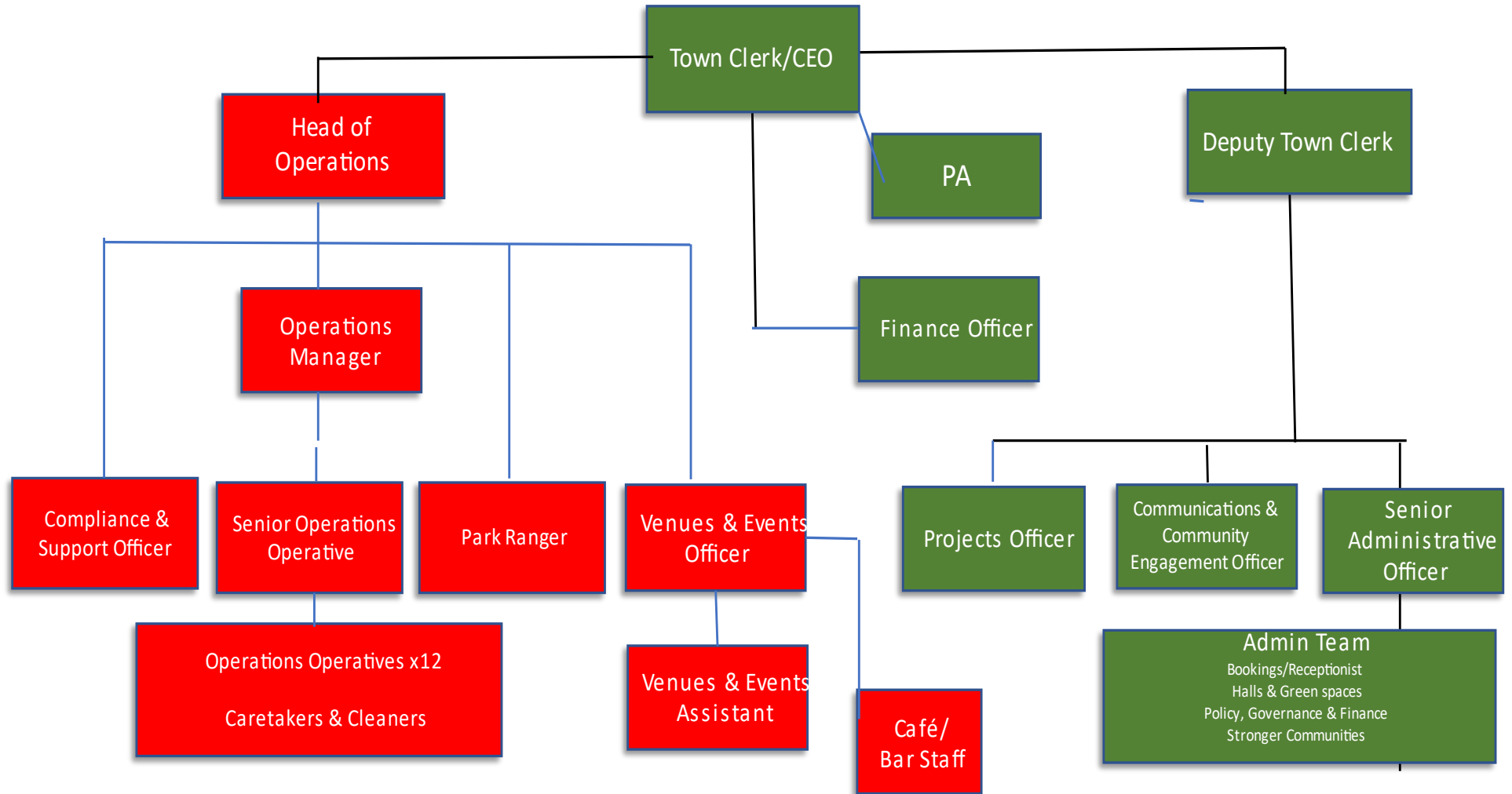
## **ROLE OF ADMINISTRATIVE SUPPORT ASSISTANT: HALLS & GREEN SPACES**

The Administrative Support Assistant: Halls & Green Spaces will form part of an administration team of five and will have specific tasks to support the Council's functions and services in the Halls and Green Spaces.

The administration team are located in the Council's busy public facing office on the ground floor of the Town House which is part of the Town Hall. This is an office-based role, and you will be required to deal with enquiries from the public and service users such as hall hirers, funeral directors, and sports clubs.

There may be the need to attend an occasional evening meeting in the absence of the Committee Clerk in order to take the minutes of the Committee meeting, but this will be under the direction of the Deputy Town Clerk.

# Witney Town Council Staffing Structure [July 2022]





## **ADMINISTRATIVE SUPPORT ASSISTANT: HALLS & GREEN SPACES**

**37 hrs per week  
Salary scale LGS J5 7-12 £20,444 - £22,571 p.a.**

An opportunity has arisen in the Town Council's busy Administrative Office for a well organised, motivated and enthusiastic person to support the Councillors and Senior Management team in carrying out the functions of the Town Council.

Specific duties include:

- administering the day to day running of the Tower Hill and Windrush Cemeteries, liaising with Funeral Directors and Stonemason;
- supporting the Venues and Events Officer to manage the Council's venues;
- assist with arranging a broad range of civic and other events;
- administering the sports and recreation facilities, liaising with sports teams, and other users; supporting the Council's Climate objectives by providing administrative support to officers, as and when required.

The right candidate will need to have good communication, administration and customer service skills, be able to work independently as well as part of a team where we all work together to progress the Council's services and facilities.

Applicants should have previous experience in a similar role and be able to have a flexible approach. Much of the role involves the ability to jump from different tasks quickly and efficiently – prioritising the work to meet deadlines and taking on ad-hoc duties.

Benefits include: competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), cycle to work scheme, supportive working environment - access to Employee Assistance Programme.

If you feel you are suitably qualified and able to meet the above criteria please download further information, and an application form, [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk).

Please contact Adam Clapton, Deputy Town Clerk, [or Sharon Groth, Town Clerk/CEO] with any queries. Telephone: 01993 704379,  
Email [adam.clapton@witney-tc.gov.uk](mailto:adam.clapton@witney-tc.gov.uk) or [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk) .

**Closing date for the receipt of  
applications is 12 Noon on Friday 12th  
August 2022**

Witney Town Council is an Equal Opportunities Employer.



## **JOB DESCRIPTION**



**Job title:** ADMINISTRATIVE SUPPORT ASSISTANT:-  
**HALLS & GREEN SPACES**

**Reporting to:** Senior Administrative Officer [Committee Clerk]

**Hours** 37 hours per week

**Grade/Salary** LGS J5 7-12. £20,444 - £22,571

**Location:** Witney Town Hall – Office

### **Job Summary:**

The post holder will support the Councillors and Senior Management team in carrying out the functions of the Town Council. You will help the Council to secure its aims and objectives, working with the others to ensure that the statutory and the other provisions governing or affecting the running of the Council are observed.

### **Main Duties & Responsibilities**

#### **Administration**

- To be the first point of contact for the public, answering telephone calls and emails, attending callers at the reception desk.
- To provide reliable and confidential administrative support to the Town Council and to assist the Town Council in meeting its legal deadlines.
- To undertake such general administrative and office tasks as requested by the Line Manager including typing, photocopying and supplies.
- To attend meetings of Council and its committees, sub-committee and working groups, as directed and to produce agendas, reports and minutes for these meetings noting that these meetings require attendance in the evening for which additional hours' payments are made.
- To arrange meetings for Councillors and Officers
- Maintain an effective filing system recording Council business in a recoverable format.
- Assist the relevant officers in ensuring the Council buildings and equipment meet the required legal compliances.
- To observe and implement all relevant hygiene, health and safety standards and rules.
- To attend and participate in all relevant internal and external meetings and training in connection with the responsibilities of the post.

- To ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties, including staffing policies and work rules as contained in the staff handbook and adherence to the Council's Code of Practice relating to confidentiality.

### **Specific duties**

Provide administrative support as required of officers working in the area of halls and greens spaces in respect of all aspects of the management of the Council's property and Open Spaces.

#### Cemeteries & Burials

- Administer the day to day running of the Tower Hill and Windrush Cemeteries. This includes keeping accurate records and liaising with customers and other professionals to ensure that customer's needs are met and that legal requirements are adhered to.

#### Public Halls

Support the Venues and Events Officer to:

- Manage the Council's venues (and in particular the Corn Exchange) to ensure high quality experiences for hirers.
- Arrange a broad range of civic and other events

#### Sports Pitches

- Administer the Council's sports and recreation facilities, liaising with sports teams, and other users.

#### Climate Emergency

- Support the Council's Climate objectives by providing administrative support to officers, as and when required.

### **General**

- Undertake other duties commensurate with the nature and grade of the post.
- Willing to undertake continuous professional development and take responsibility for own learning and development needs.
- Adhere to and implementing the Town Council's policies and procedures, including those around equalities and diversity.
- 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.

**Person Specification**  
**Administrative Support Assistant: Halls and Green Spaces**

**Education and Qualifications:**

Essential

- English Language and Mathematics GCSE Grade C or above, or equivalent, or comparable ability

Desirable

- Introduction to Local Council Administration (ILCA) Level 2
- NVQ Administration or equivalent

**Experience:**

Essential

- Two years proven administrative experience preferably in a similar environment.
- Proven front line service (visitor/telephone) experience
- Proven ability to work effectively to deadlines
- Experience and regular use of Microsoft Office applications and the Internet including Word, Excel, Outlook, to at least an Intermediate level
- Experience of handling data and statistics
- Information research, retrieval and collation using internet/web based systems

Desirable

- Use of Microsoft Publisher and PowerPoint
- Experience of processing financial claims/transactions
- Experience of using consultative processes to improve procedures and services

**Job related aptitude and skills:**

Essential

- Ability to communicate effectively by telephone, in writing, by e-mail and in person
- Ability to handle challenging situations and customers
- Methodical and organised approach to tasks, with an eye for detail
- Ability to work calmly under pressure prioritising competing demands effectively
- Initiative, flexibility and ability to handle change
- Ability to produce accurate summaries of meetings, events and conversations
- Ability to attend work regularly and on time

Desirable

- Good problem solving skills and ability to use initiative

## **Personal qualities**

### Essential

- Positive approach and “can-do” attitude
- Commitment to providing good customer service with a drive for continuous improvement
- Commitment to continuous personal development
- Ability to work alone, as well as working co-operatively as a team member
- Able to deal with work of a confidential nature

### Desirable

- Interest in services provided by Witney Town Council and willingness to learn about new initiatives

**The postholder will be expected to discharge his/her duties in accordance with Council policy, especially Standing Orders and 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.*

## **TERMS & CONDITIONS OF EMPLOYMENT**

**Post Title:** Administrative Support Assistant : Halls & Green Spaces

**Salary Grade:** LGS J5 7-12. £20,444 TO £22,571 p.a.

**Place of Employment:** Town Hall, Witney

**Hours of Work:** 37 hours per week

*There may be a requirement for the post holder to work evenings to attend Committee and Council meetings, plus some weekends, 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.*

**Pay Period:** Monthly

**Pay Arrangements:** Salary will be paid by BACS into a bank or building society account, on or before 25<sup>th</sup> 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.

**Disclosure Scheme:** Appointment subject to satisfactory criminal record check

**Probation Period:** Six months

### **Notice Period**

**(by employee):** 1 month

**(by employer):** 1 week for each year of continuous service, subject to a maximum of 12 weeks.

**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 and the following table [2022/23]:

| <b>Band</b> | <b>Whole-time equivalent pay range<br/>(based on pensionable earnings)</b> | <b>Employee<br/>Contribution<br/>rate (%)</b> |
|-------------|----------------------------------------------------------------------------|-----------------------------------------------|
| 1           | Up to £15,000                                                              | 5.5%                                          |
| 2           | £15,001 to £23,600                                                         | 5.8%                                          |
| 3           | £23,601 to £38,300                                                         | 6.5%                                          |
| 4           | £38,301 to £48,500                                                         | 6.8%                                          |

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