



Stratford-upon-Avon Town Council

Job Description

**Administration Officer and Assistant to the
Town Clerk and Deputy Town Clerk
reporting to the Town Clerk**

Principal Duties:

- 1) Act as assistant to the Town Clerk and Deputy Town Clerk;
- 2) Take and act upon instructions from the Town Clerk or Deputy Town Clerk ensuring any necessary follow-up action to bring matters resolved by Council or its committees and sub-groups to a satisfactory conclusion;
- 3) Oversee and supervise the Town Clerk and Deputy Town Clerk's engagements and diary ensuring proper liaison/communication with all relevant parties;
- 4) Assist with dispatch of agendas/reports for various committee meetings;
- 5) Attend and take minutes of Council meetings or those associated with Town Council activities at the behest of the Town Clerk or Deputy Town Clerk;
- 6) Oversee the Stratford-upon-Avon Youth Council and facilitate or assist with appropriate clerking arrangements for the Youth Council;
- 7) Typing/transcribing correspondence, agendas, reports and minutes;
- 8) Take control of the content management of the Council's website and keep the website and social media up to date;
- 9) Take responsibility for the Council's digital mapping system of the cemetery, allotments and street amenities;
- 10) Oversee and keep up to date the Council's main Access Data Base, in accordance with GDPR;

- 11) Prepare agendas and reports for the Planning Consultative Committee and Chairman's Actions Meetings and advise the Planning Authority of the PCC's response to each application;
- 12) Circulate information relating to Area Planning Meetings and liaise with the Planning Authority when appropriate;
- 13) Liaise with the Planning Minutes Clerk to ensure the meeting is conducted appropriately and the minutes are received and circulated expediently;
- 14) Liaise with the Chairman and Planning Consultant with regard to appeals and public enquiries;
- 15) Maintain current policy documentation;
- 16) Provide access to applications for members of the public upon demand;
- 17) Assist with or project-manage aspects of event and festival planning, particularly the Victorian Christmas Market Festival;
- 18) Assist with the visual documentation of a new Asset Register to be cross-referenced;
- 19) Facilitate the Market Forum;
- 20) Assist with or manage the compilation and distribution of the Council's newsletter, 'Bridging the Gap';
- 21) Liaise with colleagues regarding ordering stationery and office supplies in strict accordance with tight budgets;
- 22) Opening and dispatching of mail;
- 23) Undertake general filing and be responsible for the filing archives;
- 24) Have a good working knowledge of other roles within the organisation to cover for absent colleagues;
- 25) Assist other members of staff whenever possible to ensure that tasks that might be more challenging to some, are undertaken in a timely manner to ensure seamless and fast working practice in the office generally.

Town Clerk
October 2020