

 **BLAENAVON TOWN COUNCIL**

 **ASSISTANT CHIEF OFFICER**

**SALARY:**

Grade 12 SCP - £22,183 - pro rata (£8,993pa)

Salary is within the National Association of Locals Councils Scale.

**HRS / WEEK:**

15 Hrs (£11.50 per hour)

**WEEKS / YEAR**

52 Weeks

**CONTRACT:**

Part-time, Permanent.

**REVIEW AT 12 MONTHS FOR PERMANENT APPOINTMENT**.

**RESPONSIBLE TO:**

Blaenavon Town Council – Chief Officer

**SALARY:**

GRADE 12 SCP - £22,183 - pro rata (£8,993pa)

**HRS/WEEK:** 1

5 HRS (£11.50 per hour)

**WEEKS/YEAR:**

52 WEEKS

**CONTRACT:**

FIXED TERM – REVIEW AT 12 MONTHS FOR PERMANENT APPOINTMENT.

**RESPONSIBLE TO:** BLAENAVON TOWN COUNCIL CHIEF OFFICER

**MAIN PURPOSE OF JOB**

* To support all administration relating to the Council’s services and activities.
* This will include attending meetings, writing minutes, project management support, maintaining records, supporting the Chief Officer with day-to-day management of the Council, and ensuring that all legal requirements are complied with.
* Attendance at two evening meetings per month is required.
* The Chief Officer is also the Responsible Financial Officer who holds a statutory office appointed by the Council under s151 of the Local Government Act.
* The Assistant Chief Officer will be expected to support the Chief Officer in all financial related matters and ensure that financial governance and control is maintained.
* The Assistant Chief Officer is responsible for acting as the Chief Officer and RFO in his absence.

**STANDARD HOURS:**

* 15 hours per week, 9:00 to 2:30 (including 30-minute lunch) – three days a week, preferably Monday, Wednesday and Friday, although the hours can be flexible.

**SERVICE AREA:**

* The postholder will be based at the Town Council office, 101 High St, Blaenavon, Torfaen NP4 9PT. No remote working.

**JOB DESCRIPTION**

* The Assistant Chief Officer to the Council will support the Chief Officer and in his absence act as the Chief Officer and the Proper Officer of the Council.
* This means they are expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the authority's activities and to produce all the information required for making and implementing effective decisions.

**KEY DUTIES AND RESPONSIBILITIES**

**Office Administration**

* To manage the provision of support services in connection with the day-to-day activities of the Town Council and the Council office, providing support to visiting members of the public and Town Councillors where appropriate.
* To deal with correspondence, including opening post, drafting letters for review by the Chief Officer and responding to emails.
* To gain a working knowledge of all aspects of the Chief Officer’s role and be able to provide cover for holidays, sickness, and unforeseen circumstances.
* To undertake administrative tasks in connection with the day-to-day running of the office as required, including photocopying and filing.
* To maintain manual and computer based filing systems, which involves the creation and updating of files and the filing of all documentation.
* To assist the Council’s press officer in the delivery of communication strategies, and to update the website and the Council’s social media presence where required.

**Council Meetings and Services**

* To assist the Chief Officer in ensuring that accurate agendas and reports are available for all meetings of the Council, its Finance Committee and working groups.
* To take accurate and relevant minutes of meetings of the Council, Finance Committee and working groups.
* To provide event management support to the Chief Officer for all Council events.

**Financial responsibilities**

* To assist the RFO in preparing and maintaining detailed financial management systems, and to help ensure compliance with the Council’s financial regulations, standing orders and co-operate fully with both internal and external audits.
* To assist the RFO in ensuring that the computerised accounts and financial management system is maintained, with up to date records of income and expenditure of the Council, retaining and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments once they have been authorised.
* To assist the RFO with any other financial related tasks.

**Other Responsibilities**

* Update the Council notice boards to ensure all details are accurate and posted in time for upcoming meetings.
* To work in a flexible manner to meet the requirements and demands placed on the Council.
* To be responsible for all Blaenavon Town Council equipment and materials.
* Undertake any training deemed necessary in order to fulfil the post.
* To respect confidentiality and maintain the requirements of both data protection and freedom of information acts.
* Be willing to travel to meet the needs of the post.
* As a term of your employment, you may be required to undertake other duties and or times of work as these may vary from time to time without changing the general character of the post or the level of responsibility it entails.
* Ensure conformance to the organisations procedures and standards and compliance with the general legislative requirements for Health and Safety, Equalities, Data Protection, Freedom of Information, Regulation of Investigatory Powers Act and Human Rights Act.
* Carry out other various administrative duties as required by the Chief Officer, or in their absence, the mayor.
* The postholder will be expected to provide their own transport. Travel expenses within the Town boundary are not payable but agreed travel to meetings or for training outside the boundary are payable at the agreed NALC scale.
* As the successful candidate you will have proven experience of working within an office environment, along with a good working knowledge of Microsoft Office (e.g., Word, Excel) and possess a minimum of 5 GCSE’s including mathematics is essential.

**For an informal discussion, please contact Kevin Warren – Chief Officer on 01495 790643 / 07508 111489.**

**Application forms are available for download from the Town Council’s website.**

Blaenavontowncouncil.co.uk

Completed applications should be submitted to the below address.

Blaenavontc@btconnect.com - Kevin Warren. Chief Officer, 101 High Street Blaenavon. NP4 9PT

**The closing date for applications is Friday the 25th of June 2021 at 12 midday.**

**Interviews to take place week commencing Monday the 5th of July 2021.**

**PERSON SPECIFICATION**

**BLAENAVON TOWN COUNCIL - ASSISTANT CHIEF OFFICER**

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| Requirement | **Essential or Desirable** | **How Tested** **(S) used at Shortlisting** |
| Experience/Qualifications/Knowledge |  |  |
| * 1. Administrative and or Computer Literacy qualifications.
 |  D | Application form  |
| 1.2 A minimum of 5 GCSE’s including mathematics. |  E | Application form  |
| 1.3 Experience of working in local government including committee administration. |  D | Application form and Interview |
| 1.4 Experience of keeping financial records. |  D | Application form  |
| 1.5 Experience of dealing with the public. |  E | Application form and Interview |
| 1.6 Knowledge of all tiers of local government and their inter-relationship |  D | Application form  |

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| Requirement | **Essential or Desirable** | **How Tested** **(S) used at Shortlisting** |
| Aptitudes and Skills |  |  |
| 2.1 | Very Good knowledge of administrative and clerical systems. | **E** | Application form and Interview |
| 2.2 | Ability to use MS Word / Excel / Outlook and be computer literate to a good standard. | **E** | Application form and Interview  |
| 2.3 | Communication skills in providing 1st point of contact information to various partners and community. | **E** | Application form and Interview |
| 2.4 | The ability to create and maintain spreadsheets and databases. | **E** | Application form and Interview. |
| 2.5 | To be aware of the political nature of the role and to provide support based upon trust, integrity, and confidence. | **E** | Application form. |
| 2.6 | Excellent communication and interpersonal skills. | **E** | Application form and Interview |
| 2.7 | Ability to prioritise workload and work on own initiative. | **E** | Application form |
| 2.8 | Ability to take minutes and create agendas for meetings.  | **E** | Application form |
| 2.9 | Ability to demonstrate commitment to Equal Opportunities. | **E** | Application form and Interview |
| 2.10 | Ability to work with others as part of a team.  | **E** | Application form and Interview |
| 2.11 | A flexible, resourceful, and adaptable individual. | **E** | Application form and Interview |
| 2.12 | Ability to work efficiently and effectively under pressure and on own initiative. | **E** | Application form and Interview |
| 2.13 | Possesses excellent organisational skills. | **E** | Application form and Interview |
| Requirement | **Essential or Desirable** | **How Tested** **(S) used at Shortlisting** |
| Other Requirements |  |  |
| 3.3 Willing to work at weekends and in the evenings.  | E | Interview |
| 3.2 Willing to work in various locations around Blaenavon. | E |  Interview  |
| 3.3 Full driving licence  | **D** | Application Form |
| 3.4 Ability to produce attractive marketing materials. | D | Application and Interview  |
| 3.5 Ability to maintain confidentiality. |  E | Application and Interview |
| 3.6 A working knowledge of the requirements of reporting to funders. | D | Application and Interview |
| 3.7 Undertake any training deemed necessary in order to fulfil the post. | E | Interview |