

# MUMBLES COMMUNITY COUNCIL

## J O B   D E S C R I P T I O N

<b>TITLE:</b>	<b>Temporary Administration Assistant 6-8 Weeks</b>
<b>GRADE:</b>	<b>£22,737 p.a. pro rata (£11.82/hour) SCP3</b>
<b>HOURS:</b>	<b>Part Time - 20 hours / week, based at the Ostreme Centre Monday – Friday 9am – 1pm</b>
<b>RESPONSIBLE TO:</b>	<b>Clerk to the Council</b>

### **OVERALL PURPOSE OF JOB**

The primary function of the role is to support the Deputy Clerk/RFO and Customer Service Officer ensure the smooth running of the general office and the provision of high-quality customer service to residents, visitors, officers and councillors.

### **MAIN DUTIES**

1. To assist in the day to day running of the Council Offices and be the first point of contact for visitors, telephone calls and e-mails.
2. To deliver efficient and effective office administration, to include filing, document retention, photocopying, mail, purchasing, and IT systems.
3. To assist with enquires of the hiring of the Ostreme Centre & Arts and Crafts room.
4. To assist with and attend Fun day events where possible.
5. The Successful candidate will be required to work with Mumbles Community Council Staff and Councillors.

### **Review Date/Right to Vary:**

This Job Description will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you which are within your capability and grade, including a degree of flexibility in relation to hours of work.



# PERSON SPECIFICATION

<b>POST TITLE</b>	<b>Admin Assistant – Part Time</b>
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## ***REQUIREMENTS FOR SAFE AND EFFECTIVE PERFORMANCE***

<b>EDUCATIONAL QUALIFICATION</b>	A good standard of education at GCSE Level and a reasonable standard of literacy and numeracy is essential.
<b>TECHNICAL COMPETENCE</b>	<p>Candidates must possess the appropriate level of competence in the technical skills required for the post, particularly in relation to servicing Council and Committee, MS Office and internet use, and in the use of relevant software and social media.</p> <p>Knowledge of Health and Safety/Risk Assessment would be an advantage but not essential.</p>
<b>EXPERIENCE</b>	Experience of working for a Town/Community Council or in local government would be an advantage but not essential.
<b>SKILLS &amp; ABILITIES</b>	<p>An organised approach to work with the ability to complete work in an effective manner, and to deal with any issues or pressures as they arise.</p> <p>Good interpersonal and communication skills and the ability to liaise and work with a wide range of people both within and outside the Council in an effective and courteous manner.</p> <p>Enthusiasm and commitment to providing a quality service.</p> <p>The ability to work as part of a team, but also as an individual who can use initiative, demonstrate flexibility, discretion, reliability and integrity.</p>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	Candidates should appreciate the principle of equal opportunities, be able to model the behaviours associated with equal opportunities and understand how this affects the Council's activities.