



Farnham Town Council
Appointment of Council Projects and administration Assistant

Farnham Grade 2
up to £18,746

Are you seeking a new challenge where you can be part of a team helping to shape one of the country's best places to live?

One of the largest town councils in the South of England, Farnham Town Council is seeking a good administrator who will support Council projects and general administration.

You will need to work effectively in a small team and take responsibility for your own workload and competing priorities. You must be highly motivated, able to work under pressure and with a good attention to detail. Good interpersonal skills are required and a willingness to support a wide range of activities.

In 2017 Farnham Town Council won Gold in Britain in Bloom and was runner up in the National Associations of Local Councils Council of the Year Awards. If you think you can contribute towards the success of a winning team, please see the job description for more information and details about how to apply.

The closing date for receipt of applications will be 12 noon on Friday 23rd February with interviews to be held on Thursday 1st March 2018.



FARNHAM TOWN COUNCIL
Appointment of Council Projects and administration Assistant

JOB SPECIFICATION

- Post:** Projects and administration Assistant
- Responsible to:** Corporate Governance Officer/Business and Facilities Manager
- Conditions:** National Joint Council for Local Government Services
- Grade:** NJC Range - Column Points 12-19 (up to £18,746)
- Pension:** Local Government Pension Scheme (managed by Surrey County Council Scheme)
- Car Allowance:** HMRC scale rate
- Working Hours:** Contracted hours of 37 per week
Core hours 9.00 am - 5.00 pm Monday - Thursday
9.00 am - 4.30 pm Friday
Saturday and Sunday and working outside of core hours as and when required for civic events (additional payment).
Attendance at evening meetings may be required on occasional evenings throughout the Municipal year as part of the role
- Holidays:** Public Holidays plus 2 extra statutory days
Annual Leave entitlement of 21 days with 4 additional days after not less than 5 years continuous service under one or more local authority at the date of appointment.
- Period of Notice:** Two calendar months by either the employer or the employee
- Probation Period:** Three months from date of appointment for new appointees



Council Projects and Administration Assistant

Roles and Responsibilities:

This is a key administrative role; assisting in ensuring that the Town Council administration works effectively working with the Business and Facilities Manager, and Corporate Governance Officer.

Administrative responsibilities

You will support a wide range of council services including Council projects, contracts administration and carrying out general administration.

You will provide project support for the Business and Facilities Manager, Corporate Governance Officer and other colleagues. Attention to detail and good written and verbal communication skills are essential together with an ability to communicate with people at all levels.

You will ensure routine testing and support is in place for core office functions including information communications technology, security and health and safety. Prioritising, planning and co-ordinating your workload along with providing support to colleagues are key elements of this position.

The postholder will provide occasional cover for the Reception/Customer Services function.

Your approach and experience

You will need to be a well-motivated self-starter with lots of energy and the confidence to take things forward on your own within defined parameters. A flexible and positive approach to work, with a 'can do' attitude is essential in this busy working environment.

Occasionally you will need to work evenings and weekends as the role dictates. You will need to be computer literate, adept with Microsoft Office packages and have excellent word processing and spreadsheet skills. Confidence with social media and websites will be an advantage.



Duties (This list is not exhaustive)

Project Administration

Duties include:

- Providing project support for the Business and Facilities Manager.
- Maintaining and updating the Council's contracts register.
- Assisting with project planning for contracts
- Maintaining sensitivity and confidentiality, as appropriate, at all times when undertaking correspondence and other communications on behalf of the Council.
- Updating the Council's website and databases as required.

Office Support

Duties include:

- Acting as a first source of advice for internal ICT queries.
- Initiating calls for ICT support from the Council's appointed contractors.
- Ensuring regular checks and appraisals of the Council's office-based assets are carried out and recommending action consequently.
- Carrying out routine fire alarm and security system tests.
- Supporting colleagues at peak times on a wide range of projects.
- Preparing documents for meetings as needed.
- Attending meetings or events as required. All Farnham Town Council staff will support some Farnham Town Council events outside of core office hours each year.

Performance Management

- Ensure day to day management of the workload ensuring all commitments are effectively undertaken.
- Ensure high standards of work are maintained to uphold the integrity and profile of Farnham Town Council.



**Projects and administration Assistant:
Person Specification**

COMPETENCIES	ESSENTIAL	DESIRABLE
<p>Communication Good written and verbal communication skills.</p> <p>Enthusiastic and able to convey the right message to the right audience.</p>	<p>Level 2 of Competency Framework.</p> <p>Workplace experience of effective communication.</p> <p>Workplace evidence of applying attention to detail in managing projects.</p>	<p>Experience in taking notes at formal meetings.</p> <p>Experience with social media sites and website administration systems.</p>
<p>Customer Service Clear focus on delivering excellent customer service.</p> <p>A positive, can-do outlook.</p>	<p>Level 2 of Competency Framework (see attached)</p>	<p>Experience of working in a customer facing role.</p>
<p>Team Working Able to understand team goals and to work together to deliver targets.</p>	<p>Positive approach to supporting colleagues Level 2 of Competency Framework. (see attached) Workplace experience.</p>	<p>Demonstrable experience of team working.</p>
<p>Managing Self and Others Ability to organize own time and paperwork/information to meet project targets.</p> <p>Proficient use of Microsoft Outlook, Word, Excel and Powerpoint.</p>	<p>Level 1 of Competency Framework. (see attached)</p> <p>ICT skills with comparable packages will be acceptable.</p> <p>Clear experience of working to and meeting deadlines to deliver project outcomes.</p>	<p>Experience with customer relations databases (Sage Act database systems or similar).</p>
<p>Can Do Approach/Results Demonstrate ability to develop and implement projects including producing specifications and deliver projects to deadlines.</p>	<p>Level 2 of Competency Framework (see attached)</p>	<p>Good examples of success in a previous role or activity outside the workplace.</p>



Other	Successful experience in an administrative role.	Experience of working with contracts. Experience of performance managing contractors. Local government experience. Full UK driving licence.



Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will not be taken up without your prior agreement.

Please return this application form to:

Iain McCready
Business and Facilities Manager
Farnham Town Council
South Street
Farnham
Surrey GU9 7RN

01252 712667

Email: iain.mccready@farnham.gov.uk