



**Farnham Town Council
Administrator**

Farnham Grade 2 up to £20,751

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.

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 4th February with interviews to be held on Thursday 10th January 2019

Farnham Town Council Administrator

Duties (This list is not exhaustive)

Project Administration

Duties include:

- Providing project support for Team Leaders and other colleagues.
- 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.
- Reception cover.

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.
- ICT support for meetings.
- 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.
- Assist in record management.

Event Support

- Carry out tasks to support Farnham Town Council Events.

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.

**Administrator:
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>
<p>Other</p>	<p>Successful experience in an administrative role.</p>	<p>Experience of working with contracts.</p> <p>Local government experience.</p> <p>Full UK driving licence.</p> <p>Able to undertake physical work in order to support events.</p>

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 by 4th January at 12Noon to:

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

01252 712667

Email: iain.mccready@farnham.gov.uk