

Date: 2nd August 2018

Title: Report Item 7 – Administrative Assistant

By: Cllr M Keller (Chair) and K Larkin (Parish Clerk)

Purpose: To provide a draft Job Description for an Administrative Assistant and an estimate of cost

Recommendations: To note the report and approve the job description

DRAFT JOB DESCRIPTION

The Administrative Assistant to the Parish Council (Admin Assistant) supports the Parish Clerk/Responsible Financial Officer in carrying out the functions of the Parish Council, taking particular responsibility for servicing the work of the Planning Committee.

This includes supporting the Clerk to produce information required for making decisions, assisting to implement decisions, and acting as an initial point of access for enquiries. The Admin Assistant is answerable to the Council through the Clerk and is line managed by the Clerk.

The Admin Assistant will be expected to carry out the bulk of his/her duties from home using computer, printer and office equipment supplied by the Parish Council. This equipment must be kept securely and be covered by adequate home contents insurance. In order to carry out the duties he/she will need to have access to broadband internet and a telephone. Additional duties will require visits to the East Dean Village Hall for Council meetings, which are usually held in the evenings. This will be regarded as a secondary place of work so no travelling expenses will be paid for these attendances.

Where the admin assistant has to travel outside the village (including travel to the Parish Clerk's office) then travelling expenses at the nationally agreed rate will be paid. Reimbursement will also be made for phone calls made and stationery items purchased in order to carry out the necessary duties.

Payment will be at the national scale for non-clerk staff and will be based on working for an average of five hours per week over a four to six week timescale. These hours will be recorded either electronically or on a physical timesheet. Any significant increase in hours worked must be authorised in advance by the Clerk, Chair of Council, or Chair of Planning and will either be paid pro rata or, subject to agreement of both parties, be taken as time off in lieu.

The duties of the Assistant shall include:

1. Assisting the Parish Clerk for five hours a week (which may be worked flexibly) principally servicing the Planning Committee
 2. Responding to enquires and requests for information relating to planning applications
 3. Liaising with the South Downs National Park Authority, East Sussex County Council, Wealden District Council and other organisations as necessary on Council-related planning matters
 4. Ensuring that both electronic and hard copy filing is maintained in a user friendly and tidy way
 5. Forwarding by email to Parish Councillors all Planning Application notices and similar information received from the SDNPA.
 6. Liaising with the Chair of the Planning Committee in preparing agendas and helping to ensure that these are sent out on time with the necessary supporting papers.
 7. Ensuring that notices of Planning Committee meetings, full Council meetings and other notices as required are posted on the Council's three notice boards at the appropriate times.
 8. Liaising with the Council's web manager to ensure that planning notices are posted online at the appropriate times.
 9. Clerking Planning Committee meetings, to include preparing agendas and background papers, attendance, taking and writing up minutes and following up actions.
 10. Attending some meetings of Full Council and other meetings on behalf of the Clerk where required from time to time, and as part of his/her continuing professional development.
 11. Proactively following up actions from any Planning Committee meeting as appropriate.
 12. Assisting with the organisation and administrative support for events and projects as required, in particular the Annual Village Meeting. Attendance for some events may be required during evenings.
 13. Undertaking training and networking as agreed.
 14. Contributing to an annual appraisal of his/her performance
 15. Any other tasks identified by the Clerk or Council, subject to mutual agreement.
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Note on financial implications:

1. If the person appointed worked a five hour week, then the nationally approved salary range for council support staff would be from £2,215.46 to £2,389.40 per year. The maximum monthly salary would be £199.08.
2. The salary would be below the level at which the employer is required to provide a work place pension. However, if there was a desire for a pension the employer would need to contribute 3% of salary = £71.67 pa. The salary would also be below the level at which either the employee or the employer would be required to pay National Insurance contributions.
3. £600 has been included in this year's budget for office equipment. This could be used to provide the assistant with a laptop. However, the office printer will require some consumables such as a waste toner box (about £35) and possibly ink cartridges (a black replacement cartridge is already in stock).