



Tavistock Town Council

Job Title Support Officer (General Manager)

Reporting to General Manager

Job Purpose - to provide a co-ordinated office and departmental administrative support service with specific duties relating to support for the General Manager of Tavistock Town Council.

Key Responsibilities – reporting to the General Manager to provide the following services:

General

1. To provide administrative and secretarial support including general office and administrative duties including, but not limited to:
 - a. To provide support for, and assist in the planning and delivery of, Council supported events, activities and projects and to provide support to other departments as/when necessary
 - b. To provide customer facing services on behalf of the Council and to liaise with external organisations, contractors and suppliers as required e.g. booking of safety checks
 - c. To make effective use of information technology including Microsoft Office and GIS (Pear Technology Mapping software) and support the Council's internet and social media presence. This will include regular Facebook postings for Depot related activities (e.g. ground maintenance).
 - d. Ordering stationery, materials and other consumables and the monitoring of stock levels primarily related to the Works Depot and Guildhall
 - e. To assist with the preparation and issuing of agendas, minutes and related documents and attendance at meetings, when required, for minute taking purposes (occasionally some of which may involve Members and be in the evening)
2. To provide support and cover, as required, for the post of Community and Compliance Officer, particularly in relation to cemetery administration

General Manager

3. To provide secretarial and support services to the General Manager, including diary management
4. To assist with providing briefings and other information to the General Manager to support the effective discharge of the duties attaching to the Office

Other

5. To support departmental systems and processes including the inspection, coordination and collection of data and to assist with the filing and storage of all electronic and paper files in line with best data management to ensure efficient and effective record keeping e.g. bench register, fleet management
6. To provide support to the technical, administrative and financial functions of the Community and Commercial operations of the Council
7. To undertake such other duties as may be required from time to time and as are commensurate with the grading of the post either in the existing or other services of the Council.