Tavistock Town Council

Job Title Administrative Support Officer

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 and day to day support for the Works Manager for activities relating to the depot.

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, primarily Works Department

    b. To fulfil the administrative functions related to the Guildhall Heritage Centre which includes such aspects as co-ordinating bookings, maintaining the venue diary, liaising with hirers and other heritage stakeholders, as advised by the General Manager.

    c. 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, ordering of equipment

    d. To make effective use of information technology including Microsoft Office and GIS (Pear Technology Mapping software or alternatives) and support the Council's internet and social media presence. This will include regular Facebook postings for Depot related activities (e.g. projects such as Christmas Lights, Goose Fair).

    e. Ordering stationery, materials and other consumables and the monitoring of stock levels primarily related to the Works Depot and Guildhall Gateway Heritage Centre.

f. 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

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 and Works 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. This will include assisting with site inspections on properties and grounds owned by the Council as well as carrying out stock control checks and assisting with stock audits at the Depot (Molly Owen Centre).

6. To provide support for, and assist in, administration of Council supported initiatives, events and activities, projects and partnerships, which will include a requirement to work as a steward for Council led/supported events (Goose Fair/Dickensian Evening).

7. To provide support to the technical, administrative and financial functions of the Community and Commercial operations of the Council

8. 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.