

Bramshott & Liphook Parish Council

Role Profile

Last updated: January 2018



Job title:	NDP Administration Officer (Fixed contract for 18 months with the possibility to extend)
Level:	Individual contributor <ul style="list-style-type: none">Accountable only for personal performance But may: <ul style="list-style-type: none">Have some co-ordination or management responsibility, but these activities are minimalHave a team who support them on the admin aspectsSupervise work flow and quality rather than managing employees
Base location:	Liphook Millennium Centre (NDP Office)
Responsible to:	Deputy Executive Officer
Responsible for:	N/A
Role summary: <i>(the primary purpose of the role)</i>	<p>To provide administrative support services, including acting as the main administrative officer and contact for the Bramshott and Liphook Neighbourhood Development Plan (NDP).</p> <p>To provide clerking support for the NDP Steering Group and associated Working Parties, taking minutes and arranging any follow-up actions.</p>
Key accountabilities <i>(High level responsibilities rather than the day to day activities of the role)</i>	
➤	Work closely with the Chair of the Steering Group on a day to day basis. To manage and maintain office systems to ensure the smooth operations of the NDP.
➤	Act as a point of contact for the public for NDP Monday to Friday.
➤	Provide committee services to the NDP Steering Group and associated Working Parties and any other committee as directed by the Chair of the Steering Group.
➤	To assist in the PR and marketing of the NDP.
➤	Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
➤	Administer & adhere to the prescribed filing standards as set out on the separate attachment and ensure that all documentation relating to NDP activities are filed correctly.
➤	Assist NDP Steering Group in: <ul style="list-style-type: none">Updating the content of the NDP website when requested and to ensure it is as up-to-date as possible at all times.Liaise with the website service provider if there are any issues regarding the NDP website.Have a basic understanding of the functionality of the website and what its capabilities are.

<ul style="list-style-type: none"> • Liaise with members of the NDP Steering Group regarding the website and any updates that are needed.
<ul style="list-style-type: none"> ➤ Monitoring of the NDP phone and administration emails to ensure that messages are transferred to the correct member of the SG.
<ul style="list-style-type: none"> ➤ Act as team administrator by managing diaries, recording, co-ordinating and communicating absences, booking rooms for meetings, photocopying and printing various documents on behalf of other team members, co-ordinating and booking training.
<ul style="list-style-type: none"> ➤ Carry out routine office work such as filing, typing, printing, photocopying, record keeping, ordering office stationary and consumables.
<ul style="list-style-type: none"> ➤ Organise and store paperwork, documents and computer-based information in line with Council policy.
<ul style="list-style-type: none"> ➤ Sort and distribute incoming post and organise and send outgoing post.
<ul style="list-style-type: none"> ➤ Ensure that all spending is authorised under the Council's Standing Orders.
<ul style="list-style-type: none"> ➤ Co-ordinate NDP public events.
<ul style="list-style-type: none"> ➤ Responsibilities to manage incoming information into the shared archive.
<p>Role specific competencies</p> <p><i>Role specific competencies are behaviours and skills required for this specific role or work environment</i></p>
<p>Communication (oral and written)</p> <ul style="list-style-type: none"> ➤ Receive, understand and convey straightforward information in a clear and accurate manner
<p>Teamwork and Motivation</p> <ul style="list-style-type: none"> ➤ Is supportive and encouraging of others in a team; help to build co-operation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in the team ➤ Participates in and delivers your contribution to a team
<p>Liaison and networking</p> <ul style="list-style-type: none"> ➤ Carries out standard day to day liaison using existing procedures
<p>Service delivery</p> <ul style="list-style-type: none"> ➤ Deals with an internal or external contact that asks for a service or requires information. Creates a positive image of the Council by being responsive and prompt in responding to requests and referring the user to the right person if necessary. Contact usually initiated by the customer and it typically involves routine tasks with set standards or procedures
<p>Decision making processes and outcomes</p> <ul style="list-style-type: none"> ➤ Provides advice or input to contribute to the decision making of others
<p>Planning and organising resources</p> <ul style="list-style-type: none"> ➤ Plans, prioritises and organises your own work or resources to achieve agreed objectives ➤ Complete tasks to a given plan, with allocated resources
<p>Initiative and problem solving</p> <ul style="list-style-type: none"> ➤ Solves standard day to day problems as they arise; choose between a limited number of options which have clear consequences, by following guidelines or referring to what has been done before; recognises when a problem should be referred to others
<p>Work environment</p> <ul style="list-style-type: none"> ➤ Work in an environment which is relatively stable and has little impact on you or the way in which work is completed
<p>People management</p> <ul style="list-style-type: none"> ➤ Promotes and demonstrates personal and professional development for self and others
<p>Team development</p> <ul style="list-style-type: none"> ➤ Advises or guides new starters working in the same role or team on standard information or procedures

Role skills, qualifications and experience

Job requirements and professional qualifications essential to complete the role

- GCSE A-C in Mathematics and English or equivalent
- Experience of general office procedures
- Competent in using IT systems (including word processing and spreadsheets) with good general IT awareness including using the Internet, websites and social media
- General understanding of Health & Safety requirements for business and the public
- Project management experience desirable
- Able and willing to work on some evenings

Additional Information

- The role holder must at all times carry out their responsibilities with due regard to the Council's policy and commitment to Equal Opportunities
- The role holder must accept responsibility for ensuring that the Council's policies and procedures relating to Health and Safety in the workplace are adhered to at all times
- The role holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act
- The role holder must carry out their responsibilities with due regard to the non-smoking environment of Bramshott & Liphook Parish Council
- The role holder is expected to undertake professional development relevant to the role, including attending training courses as requested by their line manager
- This role profile is a guide to the nature of the work required of the Administration Officer. It is not wholly comprehensive or restrictive. The Council may from time to time wish to amend this role profile. You may be required to undertake other duties to meet the requirements of the job