



DISS TOWN COUNCIL

JOB DESCRIPTION

Position - Office Administrator
Reporting to - Chief Operations Officer – Deputy Town Clerk
Hours - 18 per week
SCP range - 7-12

Job purpose

The job holder will be responsible for providing administrative support to the CEO and COO, in particular, producing agenda packs, minute taking and dealing with day-to-day activities resulting from meetings of Diss Town Council and its committees. Reporting to the COO and working as part of a team of administrative staff, the job holder will also be responsible for providing administrative support to the Mayor and dealing with planning applications received by the Council as a statutory consultee. Some evening and weekend work will be required.

Specific Responsibilities

1. To provide clerical and administrative support to the CEO, COO and Mayor.
2. To staff the Council's help desk providing information and advice to the general public via a wide range of communication mediums. This may sometimes require sole management of the office to cover staff absences.
3. To compile and distribute the agenda and supporting documentation for all Council meetings and committees in consultation with the CEO or COO.
4. To update all progress reports.
5. To prepare agendas and draft minutes for uploading onto the Diss Town Council website.
6. To file hard and soft copies of all agendas and minutes.
7. To compile a yearly schedule of meetings for approval by Full Council, for uploading to the website and onward distribution to councillors/staff.
8. To diarise approved meeting dates in hard and soft copy formats.
9. To deal with all Mayoral correspondence and update the Mayor's diary of events.
10. To log details of all planning applications, Planning Chair recommendations, planning committee decisions and Planning Authority decisions thereon.
11. To send Planning committee decisions to the Planning Authority by the specified date.
12. To produce and distribute correspondence as may be required from Council/Committee meetings as directed by the CEO.



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13. To provide support to new councillors including production of induction packs.
14. To update South Norfolk Council with details of new councillors including any disclosures necessary.
15. To update councillor documents including New Mayor/Town Leader, committee preferences and committee membership.
16. To identify and undertake any training deemed necessary for the fulfilment of the role.
17. To undertake such other tasks appropriate to the post as required by the COO.