

## **BRENTWOOD BOROUGH COUNCIL**

### **JOB DESCRIPTION**

#### 1. **DESIGNATION**

Directorate	Sustainable Communities & Public Places
Service	Operational Services
Post	Clerical Assistant
Post Reference	R170
Grade	Scale 1 - 3

#### 2. **REPORTING RELATIONSHIPS**

Responsible to	(i) The Executive Director (Resources) as statutory "Head of the Council's Paid Service
	(ii) Director of Sustainable Communities & Public Places
	(iii) Open Spaces Strategy Co-ordinator in respect of:  a) All operational responsibilities b) Reporting day to day as line manager c) Administration duties

Responsible for	Directorate Objectives  The Council's corporate objectives and policies as identified by the Executive Director (Resources)
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#### 3. **QUALIFICATIONS REQUIRED**

The post holder will be required to have experience basic administration eg filling, record keeping, letter writing and clerical procedures. Competency in the use of Word and Excel is necessary. Good communication skills are essential. Full valid driving licence.

4. MAIN PURPOSE OF JOB

To carry out various administrative tasks in relation to the smooth running of the administration of the Parks and Countryside Section.

5. MAIN DUTIES AND RESPONSIBILITIES

The general duties and responsibilities of the post holder will fall within the following general areas, subject to the overall direction, policy guidelines and specific instructions of the Head of Service.

- 5.1 To carry out administrative and clerical duties relating to Parks, Cemeteries, Countryside Management, play areas and general functions. In particular to provide cover for the Cemeteries/Finance Assistant in any period of absence.
- 5.2 To operate the Arboricultural Enquiries system, recording details of enquiries, liaising with the Arboricultural Officer and various external contractors.
- 5.3 To take advance telephone golf bookings from the public and enter these on the mainframe booking system.
- 5.4 To maintain the Asset Management database by entering and updating information as and when required.
- 5.5 To compile and collate records and information relating to performance indicators.
- 5.6 To assist in dealing with phone calls from the public enquiring about Parks and Countryside matters.
- 5.7 To assist with post collection and dispensing duties.
- 5.8 To carry out duties with respect to sports lettings and the issue of golf tickets, bowls tickets and parking permits.
- 5.9 To support the existing system of lunchtime cover currently in operation in the Section.
- 5.10 To carry out other duties commensurate with the post holder's knowledge and ability as required.
- 5.11 To operate the grounds complaints database system, recording details of enquiries, liaising with officers and various external contractors.
- 5.12 To attend meetings with external organisations for the purpose of minute taking and to accurately record and distribute minutes to all parties involved.

## **JOB DESCRIPTION - COMMON RESPONSIBILITIES**

1. To participate in training generally including training for and use of new technology for the purpose of the postholder's duties and responsibilities.
2. To participate within the limits of the postholder's knowledge and experience in any training of other persons in whatever capacity such persons fall.
3. To contribute to and assist in the general management of the Service and to attend meetings as required or directed.
4. In accordance with instructions from your Chief Officer or the Executive Director (Resources), to give ad hoc advice to Members of the Council, based on the postholder's knowledge, experience and the exercise of judgement, to supplement and have due regard for, the Council's confidentiality requirements and formal structure of accountability.
5. To participate and assist in carrying out emergency planning functions of the Service as required. Such requirements to consider, where practicable, the individual's objections on the ground of conscience or other deeply held personal conviction.
6. To carry out other work and from any location as required and directed from time to time. This work may include becoming involved in work with which the postholder has not had a great deal of experience, if any, but would generally be compatible with the postholder's qualifications and experience.
7. To carry out such other duties and responsibilities compatible with the postholder's qualifications and experience as may be assigned by the Executive Director (Resources).
8. To accept, and exercise personal responsibility and commitment for achievement of Service and Council wide, customer orientated, high quality service provision objectives.
9. As a condition of employment, all members of staff are required to adhere at all times to the prevailing regulations and procedures applying in the Service, to the Council's Financial Regulations and Standing Orders, and to the standards of conduct contained in, and arising from the National Code of Local Government Conduct. All such documents are available for reference in your Directorate and in the Personnel Office.
10. NOT to disclose, without prior authority so to do, to any member of the public or unauthorised source, confidential or personal information about the Council's work or any individual or group obtained whilst the postholder is carrying out his/her duties.

## **PERSON SPECIFICATION**

### 1. **PHYSICAL CHARACTERISTICS**

APPEARANCE - Should have a conventional appearance and dress in an appropriate manner to meet the public and on the task being undertaken.

SPEECH - Should be articulate and able to clearly convey ideas and concepts to people of different backgrounds, both over the telephone and in person.

### 2. **ATTAINMENTS**

QUALIFICATIONS - Full current driving licence. Although other specific qualifications are not necessary, literacy and basic information technology skills.

EXPERIENCE - Should have experience of clerical/basic administration and general office duties. Specific in Parks and Countryside issues would be advantageous.

### 3. **APTITUDES**

- Should be able to adapt and react positively and professionally to a diverse range of duties. Must be capable of organising workload to meet targets and deadlines, co-operate with other staff and be self motivated. The ability to communicate and deal with people in various situations. Willing to go out on site if necessary.

### 4. **DISPOSITION**

- Should be able to demonstrate an ability to get on well with other people and a sense of humour would be an asset.

## **[LOCAL SCHEME OF CONDITIONS OF SERVICE]**

### **JOB PARTICULARS**

POST:	Clerical Assistant
POST REFERENCE:	R170
DIRECTORATE:	Sustainable Communities & Public Places
SERVICE:	Operational Services
BRENTWOOD GRADE AND SCALE:	1/3
SALARY (BASIC):	£12048 - £18498 p.a.  Starting salary and progression dependent upon skills, qualification and performance.
PRIVATE MEDICAL INSURANCE:	The Council's "private medical" insurance scheme is available to the postholder, subject to the conditions of the scheme.
PENSION:	On joining the Council, employees can become Members of the Local Government Pension Scheme. The employees contribution rate, based on annual pensionable earnings, is between 5.5% and 7.5%.
CAR LOAN FACILITY:	As part of the Council's "Recruitment and Retention" package, loan facilities for the purchase of a motor car have been extended to all permanent staff under the Scheme's amended rules and conditions, at the discretion of the Executive Director (Resources). In certain circumstances the Scheme shall also apply to staff with leased vehicles, but not to those who already have outstanding car loans. Full details available from the Personnel Office.
SEASON TICKET LOAN (PUBLIC TRANSPORT)	An interest free season ticket loan for public transport is available, subject to conditions of the Scheme and authorisation of the Deputy Chief Executive.
HOLIDAY ENTITLEMENT:	Minimum leave 20 days (25 days after five years Local Government service) plus extra 2 statutory holidays.

PERIOD OF NOTICE: One calendar month

WORKING HOURS: 37 hour week

Monday - Thursday 8.30am to 5.00pm

Friday - 8.30am to 4.30pm

A scheme of flexible working hours operates within the Council. Overtime working is required on occasions for which payment would be paid.

'NO STRIKE' AGREEMENT You are advised that this Council operates a "No-Strike" agreement to which you would be contractually bound if accepting any offer of employment.

CLOSING DATE OF APPLICATIONS: To be submitted by Friday 11 September 2009

INTERVIEW DATE: To be arranged in due course.

INFORMATION: For informal discussion and information, please telephone Stuart Anderson. Tel (01277) 312654.

ACKNOWLEDGEMENTS: It is expected that candidates invited for interview will be informed within 1 month of the closing date. In the interest of economy, it is no longer the Council's practice to acknowledge the receipt of applications or, to notify unsuccessful candidates other than those called for interview. Applicants who wish to receive acknowledgements should attach stamped addressed envelopes to their completed application form. If only one envelope is received it will be assumed that you wish only for the receipt of your application to be acknowledged.

Once completed this Application Form and Equal Opportunity Monitoring Supplement should be returned to:

Brentwood Borough Council  
Town Hall  
Ingrave Road  
Brentwood  
Essex  
CM15 8AY

Please mark applications "Staff Appointment for the attention of Personnel"