



Bude-Stratton Town Council

Job Description:	Resolutions Facilitator
Salary:	Scale Points 16-21 (currently £18,319 - £20,541) pro-rata
Hours:	22.5 hours per week (occasional evening working may be required)
Annual leave:	21 days per annum, rising to 25 days per annum after 5 years' service, + 2 concessionary days + statutory holidays – pro-rata
Place of work:	The Parkhouse Centre, Bude or any other location as required
Responsible to:	The Responsible Finance Officer

Main tasks:

- To implement the decisions of the Council and its Committees in consultation with the Town Clerk or relevant Officer
- To prepare reports and documents for Council and Committee meetings
- To obtain quotes for services and goods, liaising and meeting with contractors and outside organisations as required
- To undertake specific projects as and when requested
- To maintain an accurate and up to date record of all resolutions and ensure regular updates are given to all other relevant staff
- To provide clerical and secretarial support for the Town Clerk to include handling telephone calls and queries and looking after visitors
- To effectively organise meetings and draft correspondence for approval
- To carry out clerical duties as required by the Town Clerk
- To provide reliable, confidential and effective administrative support to the Town Clerk
- To deal with enquiries at the Town Council offices/premises
- To provide cover for other staff when required
- To work flexible hours when required to meet deadlines
- To undertake other duties of a reasonable nature commensurate with the post
- To undertake training as and when required or requested
- To abide by the Town Council's policies and staff handbook
- The post holder may be subject to a Disclosure and Barring service (formerly CRB) check

Please note: This appointment is subject to a 6 month probationary period

Person Specification – Resolutions Facilitator

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications:</u>		
A level English or equivalent		X
IT qualification (such as ECDL, MOUS, ITQ or similar)	X	
<u>Knowledge and Skills:</u>		
Council administration experience		X
Tender and quote sourcing	X	
Excellent communication, English and IT skills	X	
Ability to produce consistently accurate work	X	
<u>Work Experience:</u>		
Minimum 2 years' experience working in local government		X
Minimum 2 years PA/Secretarial experience		X
Experience of dealing with confidential and sensitive information	X	
<u>Behaviours and characteristics:</u>		
Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach and attention to detail	X	
Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment	X	
Excellent time management	X	
Hold a full current valid driving licence	X	
A 'service driven' and 'can do' attitude	X	
Ability to work flexible hours including evenings and weekends	X	