

JOB DESCRIPTION AND MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Post Title:	Administrative Officer (Civic)
Salary:	The post is graded at spinal column points 22 to 25. The postholder would normally commence at the lowest point of the scale (point 22, £20,661 p.a.), and subject to satisfactory service progress by annual increments to the top of the scale (point 25, £22,658 p.a.).
Hours:	37 per week. Some working out of normal office hours will be required attending meetings, civic functions, etc. for which compensatory time off in lieu will be granted.
Car Allowance:	Casual car user allowance
Holidays:	26 days, plus an additional 4 days after completion of 5 years' continuous local government service. Plus public holidays. New entrants to the service are entitled to annual leave proportionate to the completed months of service during the leave year of entry and thereafter at the normal scale.
Medical Suitability:	The appointment is subject to satisfactory medical clearance.
Conditions of Service:	The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services ('Green Book').
Probationary period:	The appointment is subject to a term of probation of six months.
Pensions:	The post is pensionable through the Staffordshire County Council Superannuation Fund, or alternatively the post-holder may join the State Earnings Related Pension Scheme [SERPS] or join a personal 'contracted-out' occupational pensions' scheme.

GENERAL DETAILS

Lichfield City Council is a large and active 'parish' council responsible for various functions within the city including open spaces, markets, the Guildhall, and the Samuel Johnson Birthplace Museum.

The Council is also responsible for appointing the civic offices of Mayor, Deputy Mayor, and Sheriff and is involved with the organisation of a number of traditional events each year including the Sheriff's Ride, St George's Court, various civic ceremonies, social functions in support of the Mayor and Sheriff's charity appeals, the Shrovetide pancake races, Johnson Birthday celebrations, etc.

The main duties of the post will involve acting as 'secretary' to the Mayor, Deputy Mayor, and Sheriff; and the organisation of a range of annual events such as those listed above. The postholder will also be required to support other areas of the Council's work as required.

The post involves extensive liaison with the Town Clerk and senior members of Council and will require the postholder to initiate and respond to management instructions. The postholder should be capable of working substantially upon their own initiative to perform complex and varied tasks confidentially and accurately under the overall supervision of the Town Clerk.

The postholder must possess a high standard of word processing skills, be able to communicate effectively, and should display a considerable personal commitment to the duties of the post.

MAIN DUTIES

- 1 General secretarial and clerical work relating to the Mayor, Deputy Mayor, and Sheriff's engagements and civic events.

- 2 The organisation of, and regular attendance at, civic functions and other associated events, including meetings and functions out of normal office hours and production of reports/minutes arising.
- 3 The organisation and management of a range of traditional civic events and functions.
- 4 Attendance at designated meetings of Council, Committees, Working Parties, etc., as required [including meetings out of normal office hours].
- 5 Correspondence, reports and other action required, including liaison with outside organisations, individuals, general public etc. arising out of the above.
- 6 Such other duties as may from time to time be required commensurate with the level of responsibility of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	Minimum of two years' experience in a post requiring significant organisational abilities	Experience gained in an office environment and in organisation of events	Application Form Interview References
Qualifications	5 GCSEs Grade C, or above (or equivalent)	'A' level qualifications Secretarial qualifications	Certificates
Particular skills and abilities	Knowledge of civic protocols and the experience of dealing with civic dignitaries both tactfully and diplomatically High standard of written and spoken English Ability to keep accurate written and financial records Good IT skills, including spreadsheets, and word processing	Good interpersonal skills Experience of working without direct supervision Experience of arranging/organising large social events	Application Form Interview References Exercise
Other factors	Ability to communicate effectively both verbally and in writing Ability to work to deadlines and under pressure including weekend and out of office hours working Ability to motivate oneself and others, and to initiate and finish projects	Commitment to upholding the civic traditions of the City	Application Form Interview References

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