

JOB DESCRIPTION AND MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Post Title:	Civic Officer
Salary:	The post is graded at spinal column points 18 to 22. The postholder would commence at the lowest point of the scale (point 18, currently £24,982 p.a.), and subject to satisfactory service would receive an incremental increase on completion of the six month probationary period, and subject to further satisfactory service would then progress by annual increments to the top of the scale (point 22, £27,041 p.a.),
Hours:	37 per week. Some working out of normal office hours, including some bank holidays, 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 fund

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, the Shrovetide pancake races, Johnson Birthday celebrations etc.

The main duties of the post will involve supporting the Mayor, Deputy Mayor, and Sheriff in their roles, and the organisation of a range of annual events such as those listed above. The 2022 Civic Diary is appended to this Job Description. In addition to the traditional civic events, the Mayor and Sheriff jointly hold up to five charity events per year. The postholder will also be required to support other areas of the Council's work as required.

The principles of the flexi-time scheme apply to this post, and the City Council is very supportive of that scheme, however the job will at times entail hours of work, as directed or required, in excess of those quoted and beyond the normal hours or days of work. Salary is inclusive of this arrangement.

The post involves extensive liaison with the Deputy Town Clerk, 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 Deputy Town Clerk.

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

MAIN DUTIES

1. Work with the Mayor/Deputy Mayor & Sheriff providing advice and guidance on protocol in accordance with Civic Guidelines, Debrett's etiquette etc
2. Organisation of the Civic diary to allow the appointed Civics (Mayor/Deputy Mayor/Sheriff) to carry out their duties in a professional and efficient manner when representing the City. To include completion of associated event paperwork, pro-forma etc, requests for permission for Chains to be worn as appropriate, regular distribution of accurate and up to date lists of upcoming civic engagements plus other general clerical work relating to these engagements
3. Brief the Mayor/Deputy Mayor/Sheriff for all civic engagements undertaken. Prepare necessary briefing notes and write speeches using appropriate software and other means as required. Liaise with the Mayor's nominated Chaplain
4. The organisation, management of and attendance at civic events and other associated events, including traditional civic functions, charity events and other meetings as appropriate both within and outside normal working hours. To include the organisation of catering, table plans, room layout etc in consultation with appointed civics and the general support of the civic hosts and their guests
5. To organise and advise other staff (such as caretakers, support staff etc) of their roles and requirements when attending and assisting at all civic/ceremonial functions to facilitate the smooth running of events
6. Liaise, commission and negotiate with a range of external suppliers for the various services required for the Civic role and associated events, to include marquees, seating, public address systems, flowers, design, photography etc.
7. Attendance at designated meetings of Council, Committees, Working Parties etc. as required [including meetings out of normal office hours and production of reports/minutes as required]
8. Order all civic requirements and regalia, flags and manage the civic budget and charity account
9. Process civic correspondence, publicity and relevant information for the appointed civics
10. Research, prepare and edit press releases relating to civic events as appropriate Assist in the production of promotional material including the Annual Report
11. Maintain and enhance links with the City Council's Twin Towns of Limburg (Germany) and St Foye (France) and provide line management to other staff engaged in Twinning activities and who may be employed on a contractual or 'task and finish' basis by the City Council
12. Correspondence, reports and other action required, including liaison with outside organisations, individuals, general public etc. arising out of the above
13. Such other duties as may from time to time be required commensurate with the level of responsibility of the post

CIVIC DIARY 2022

Events marked with a ‘**’ denote those events where the Civic Officer is not expected to attend and/or does not play a central role in the event organisation

DATE	CIVIC EVENT	TIME	VENUE
JANUARY - 2022			
Sunday 16 January	Church Service*	11.00 am	St. Peter & St. Pauls Roman Catholic Church
Sunday 23 January	Church Service*	11.00 am	Wade Street, United Reformed Church
Sunday 23 January	Mayor & Sheriff's Charity Sunday Lunch	1.00 pm	Guildhall (following Wade Street Civic Service)
FEBRUARY - 2022			
Friday 11 February	Mayor & Sheriff's Charity Race Night	7.00 pm	Guildhall
Sunday 20 February	Worshipful Company of Smiths' Service*	11.00 am	Guildhall
Tuesday 22 February	Worshipful Company of Smiths' Court*	6.30 pm	Guildhall
MARCH - 2022			
Tuesday 1 March	Pancake Races & Shrovetide Fair	12 Noon	Guildhall
Friday 11 March	School Speaking Competition	7.30 pm	Guildhall
Saturday 12 March	Mayor & Sheriff's Charity Vintage Musical Evening & Auction	7.00 pm	Guildhall
Friday 18 March TBC	Sheriff's Show at The Friary School*	7.30 pm TBC	The Friary School, Lichfield
Sunday 20 March	Church Service*	10.30 am	The Methodist Church, Tamworth Street
Sunday 27 March	Sheriff's Darwin Walk*	10.00 am	Bunker's Hill Car Park, Beacon Park
Monday 28 March	Entertainment & Tea for over 70's	2.00pm – 4.00pm	Curborough Community Centre
APRIL - 2022			
Sunday 17 April	Easter Sunday Service	10.00 am 10.30 am	Assemble at Guildhall Cathedral
Saturday 23 April	St George's Court	12 noon	Guildhall

MAY - 2022

Monday 16 May	Annual Council Meeting Mayor's Banquet	6.30 pm (Meeting) 7.30 pm (Reception)	Guildhall
Sunday 22 May	Mayoral Service	10.30 am	Guildhall
Sunday 29 May	Bower Sunday Service*	9.30 am 10.00 am	Assemble at Guildhall St Michael's Church

JUNE - 2022

Saturday 4 June	Court of Arraye	10.30am	Guildhall
Saturday 4 June	Bower Procession*	12 noon	Guildhall
Wednesday 22 June	Swinfen Broun Bowls Match	6.00 pm	Museum Club's Bowling Green Beacon Park

JULY - 2022

Saturday 23 July	Mayoress at Home	2.00 pm - 4.00 pm	Guildhall
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SEPTEMBER - 2022

Saturday 10 September	The Sheriff's Ride	10.00 am 10.30 am	Guildroom Ride leaves City Centre
Saturday 17 September	Dr Johnson Birthday Celebrations	11.30 am 11.50 am	Guildhall Market Square

NOVEMBER - 2022

Sunday 13 November	Remembrance Sunday Service	9.40 am 10.00 am 11.00 am	Leave Guildhall (City Cllrs) Cathedral Service Garden of Remembrance
Saturday 19 November	Mayor and Sheriff's Charity Dinner Dance	7.00 pm for 7.30 pm	Guildhall
Sunday 27 November	Switch-on Christmas Illuminations*	5.00 pm	Market Square

DECEMBER - 2022

Tuesday 6 December	Mayor's Carols for Christmas	7.00 pm	Guildhall
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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 Background knowledge/experience of catering Staff management experience	Application Form Interview References
Qualifications	5 GCSEs Grade C, or above (or equivalent)	'A' level qualifications Secretarial qualifications	Certificates
Particular skills and abilities	High standard of written and spoken English Ability to keep accurate written and financial records Good IT skills, including spreadsheets, and word processing	Knowledge of civic protocols and the experience of dealing with civic dignitaries both tactfully and diplomatically Good interpersonal skills Experience of working without direct supervision Experience of arranging/organising large social events Experience in finance/budget management Ability to negotiate with suppliers Ability to work as part of a team and support other officers as and when required	Application Form Interview References Scenario question
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