

JOB DESCRIPTION AND MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Post Title:	ADMINISTRATIVE OFFICER – PLANNING & FINANCE
Hours:	26 per week (approximately 70% full time equivalent). 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.
Salary:	The post is graded at spinal column points 15 to 17 and will be paid on a pro-rata basis. The postholder would normally commence at the lowest point of the scale (point 15, currently approximately £16,500 p.a.), and subject to satisfactory service progress by annual increments to the top of the scale (point 17, currently approximately £17,200 p.a.). Full time equivalent salary range is £23,541 to £24,491 p.a.
Pension	The post is pensionable through the Staffordshire County Council fund, further details and options will be made available to the successful applicant.
Car Allowance:	A casual car user allowance will be payable where use of the employee's own car is deemed necessary.
Holidays:	26 days paid leave per annum (30 days after five years' service), plus public holidays (pro rata). 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 on the normal scale.
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 no less than six months.

MAIN DUTIES

1. To be responsible for the secretariat support of the City Council's Planning Committee, including distribution of planning applications, Traffic Regulation Orders etc, collation and circulation of comments, liaison with Chair/Deputy Chair and Town Clerk regarding planning comments to Lichfield District Council and submission of those comments, organisation of and attendance at meetings of the Planning Committee as necessary, preparation and circulation of minutes thereof and progressing any actions arising
2. Secretariat support and/or attendance at Council meetings or other Committees and Working Parties as instructed, including meetings outside of normal office hours
3. To be responsible for the preparation, distribution and chasing of City council invoices (notably for Guildhall bookings) and their input onto SAGE
4. To provide assistance to the Administrative Officer (Accounts) as directed
5. To process grant applications received and to manage the Council's grants budget.
6. Correspondence, reports and other action required, including liaison with outside organisations, individuals, general public etc. arising out of the above.
7. To prepare the council's draft calendar of meetings.
8. To progress the organisation of the erection of the Christmas illuminations and associated Switch-on event in consultation with the Deputy Town Clerk
7. To assist as required in the organisation of civic and other events.
8. To maintain the Councillors attendance register
9. Procurement of City council/Guildhall/Johnson Birthplace Museum office supplies and monitoring of stock levels
10. To be responsible for the organisation of the Council's filing system, and its document retention procedures.
11. To assist in the running of City Council owned community halls as and when appropriate
12. To process PRS/PPL information and submit necessary documentation in an accurate and timely manner
13. To be responsible for creation, processing & checking of staff timesheets including monitoring Bradford score
14. To assist with office cover duties – telephone/reception etc
15. To act as line manager for those Council employees as shall from time to time be designated
16. Providing cover at wedding ceremonies at the Guildhall in the absence of the Guildhall Bookings Officer
17. 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)	Further education qualifications	Application form Certification References
Particular skills and abilities	<p>Demonstrable knowledge of local Planning procedures and the experience of dealing with Planning Officers.</p> <p>Working knowledge of SAGE accounts software</p> <p>Excellent interpersonal skills</p> <p>High standard of written and spoken English.</p> <p>Ability to keep accurate written and financial records.</p> <p>Good IT skills, including MS Office suite.</p>	<p>Experience of working without direct supervision.</p> <p>Good knowledge of SAGE</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Exercise</p>
Other factors	<p>Ability to communicate effectively both verbally and in writing.</p> <p>Ability to work to deadlines and under pressure including out of office hours working.</p> <p>Ability to motivate oneself and others, and to initiate and finish projects.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

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.

Based at the City Council offices at Donegal House, Bore St, Lichfield, the main duty of the post is to provide administrative support to the Council, Town Clerk and Deputy Town Clerk in order to assist the Council in successfully delivering its services and meeting its responsibilities, notably in regard to its role as a consultee in the Planning process and the preparation and administration of the City Council's invoices. 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, but 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 be able to communicate effectively and should display a considerable personal commitment to the duties of the post.

Health and Safety

Lichfield City Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors. The City Council engages Health and Safety consultants to assure it has appropriate policies and procedures in place.

Equality Policies

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, religion or belief, political persuasion or colour.

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