



# Leigh-on-Sea Town Council

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**Chairman:** Cllr Douglas Cracknell | **Vice Chairman:** Cllr Keith Evans

**Town Clerk:** Helen Symmons PSLCC



## ASSISTANT PROPER OFFICER

**MATERNITY COVER – 12 MONTH FIXED TERM CONTRACT  
COMMENCING LATE OCTOBER EARLY NOVEMBER  
TO ENCOMPASS A HANDOVER ARRANGEMENT**

**FULL TIME OR PART TIME CONSIDERED**

### Advert

Leigh-on-Sea Town Council are looking for a confident individual to join our team to cover the maternity leave of our Assistant Proper Officer. Due to the nature of the role, we ideally seek an applicant who has experience working in a parish/town council or has good knowledge of the sector. Having the CiLCA qualification or being currently on the CiLCA pathway would be advantageous but not essential. It could be an ideal opportunity for a part-time Clerk in a smaller parish to gain experience working in a larger Council with 16 Councillors and currently 11 staff.

We are the only parished Council within Southend Borough and are a larger Town Council, with 17,000 electorate (although we serve the wider area of Leigh-on-Sea which has 22,000 electorate). The Council has the General Power of Competence so undertakes a wide range of projects and events and delivers a range of services and facilities.

The Council have been managing Leigh Community Centre since 2012 which has led to it becoming a vibrant hub for the community and used by residents across the borough of Southend and beyond. The Town Council office is sited within the Community Centre. Additionally, we are involved in extensive partnership working with a variety of stakeholders to benefit our residents. The Council will be embarking in 2022 on preparations for their next Strategic Plan to cover the years 2023-2027.

We welcome enquiries from everyone and value diversity in our workforce.

### Role Description

This role requires a person who can undertake administration and some finance processes. The applicant will need to be able to deal with people calmly, without judgement, firmly and politely. The role will suit a person who enjoys a busy and varied workload in a bustling, happy office.

Reports to: Town Clerk

Working hours: Either full time 37 hours per week, or Part-time (negotiable)

Salary: National Joint Council SCP 14-19 depending on experience.  
£23,080 - £25,481 p.a. (pro rata if part-time)

NJC for Local Government Services conditions apply in respect of salary, holidays and pension

## **Main Purpose of the Role**

- To provide administrative support to the Town Clerk.
- To work in conjunction with the Assistant Responsible Finance Officer in the Office and in the Town Clerk's absence to be joint senior administrative officers of the Council.
- To oversee the work of two Administrative Assistants.
- To work as part of a team providing an efficient and friendly service to customers in order to achieve maximum efficiency.

## **Principal Activities**

- To be the principal officer for Planning, Highways and Licensing Committee, dealing with receipt of all applications, agendas and minutes and ensure recommendations on all proposals are recorded and relayed to the appropriate authority. The APO is expected to assist the Chairman of the Committee in preparation of the meeting by considering the merits of each application. An Administrative Assistant supports this activity.
- To be the principal officer for the Edge administration system of the Council's allotment sites dealing with the maintenance of the allotment register and enquiries from plot holders and Allotment Societies. An Administrative Assistant supports this activity.
- To assist the Events & Projects Officer with the administration of the monthly Farmers' Market.
- To receipt and record banking of all room hirings at the Community Centre using the Edge Facility system. An administrative assistant supports this activity.
- Assist the Town Clerk in administration of Council and Committee business (it will not be necessary to Clerk evening meetings unless the candidate would like to).
- Assist the Assistant Responsible Financial Officer in administration of the Council's Edge Finance system and payroll.
- Assist an Administrative Assistant if required in Community Centre bookings
- Be proactive in reviewing and suggesting improvements in Council services and procedures to the Town Clerk.

## **Special Conditions**

- Take part in any suitable or legally required training as prescribed by the Town Council
- Any other duties which from time to time may be allocated by the Town Clerk
- Make every effort to create a harmonious working environment

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you will carry out any other reasonable duties or request from your line manager, that are in keeping with this post or as may be determined from time to time by members of the Council.*

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education</b>		
Good standard of general education to GCSE level or equivalent	X	
<b>Experience and Knowledge</b>		
Experience of working in an office/customer service environment	X	
Experience of dealing with a wide range of people	X	
Ability to challenge a discriminatory practice & value equality and diversity		X
<b>Skills and Personal Qualities</b>		
An excellent standard of written and verbal communication	X	
Good interpersonal skills, including ability to relate sensitively and appropriately depending on the nature of the topic in hand	X	
Clear speaking manner (telephone and in person)	X	
Fully computer literate and able to use IT programs such as Microsoft Word, Excel or databases confidently and competently including electronic booking systems	X	
Excellent administrative and communication skills	X	
Ability to liaise effectively, flexibly and enthusiastically in a team	X	
Ability to work accurately and pay attention to detail and prioritise enquiries	X	
Ability to deal with several strands of enquiry concurrently		X
Ability to think strategically beyond immediate daily issues		X
Ability to work on own initiative with a high level of integrity	X	
Interest in and empathy with local community issues		X
<b>Special Conditions</b>		
Willing to attend training for the job	X	