



**Ripon City Council
Administrator
Job Description**

JOB TITLE: Administrator
REPORTING TO: Chief Officer

OVERALL RESPONSIBILITIES:	<p>The role is to provide administrative support to the Chief Officer and the Council to ensure that Ripon City Council Council complies with its statutory functions and duties and the provision of services.</p> <p>Acts as and/or assists the Mayor's Secretary with planning, organising and providing support for the Mayor in the performance of his/her civic duties and for all administrative arrangements relating to civic functions throughout the Council.</p>
SPECIFIC RESPONSIBILITIES:	<p>The duties shall include but not be limited to the following:</p> <ol style="list-style-type: none"> 1. To work closely with the Chief Officer and other Officers of the Council to plan, organise and attend the City Council's programme of events 2. To manage planning applications received, including: <ul style="list-style-type: none"> • To enter details of planning and licensing matters into the Council's record systems • To ask the Planning Authority for extensions of time to comment on planning applications as required • To prepare documentation for meetings of Full Council and/or other meetings where planning applications might be considered. • To send comments to the Planning Authority within the time limits • To raise queries with the Planning Authority on behalf of the Council 3. To manage the production of documentation for meetings, including the following: <ul style="list-style-type: none"> • Publishing notices and summons • Publishing and distributing agendas and agenda packs and other meeting documents • Booking and preparing rooms for meetings and clearing up afterwards • Attend meetings if required by the Chief Officer. • To ensure all minutes are formatted, checked and uploaded to the Council's website. • Filing documents in the Council's electronic systems • To update and maintain the action lists from the meetings. • To maintain up-to-date records relating to meetings, including meeting calendar, apologies, attendance records, Committee and Working Group memberships, councillor records, public attendance records;



	<ol style="list-style-type: none"> 4. To work with and as directed by the Chief Officer to gain an understanding and knowledge of the work undertaken by the Council. 5. To undertake basic clerical tasks, eg. filing, scanning, printing, photocopying, mail handing and the collation, compiling, disseminating, archiving and shredding of documents and information. 6. To be the initial contact for members of the public contacting the office in person or over the telephone, providing excellent customer service and creating a positive image of the Council. 7. To respond to email, correspondence and other communications from members of the public. 8. To issue correspondence as requested by the Chief Officer. 9. To purchase office consumables such as stationery, printer supplies, cleaning materials and refreshments as required in accordance with procedures and budget allowances. 10. To assist in the production, organisation and distribution of the Council's newsletter and other Council publications. 11. To update the Council's website and social media. 12. To update the Council's noticeboards. 13. To deal with organising and booking of training for Council members. 14. To undertake internet and other research as requested by the Chief Officer. 15. To comply with legislation/Council policies and to maintain confidentiality as required by the Council. 16. To act as a representative of the Council as required. 17. To attend training courses or seminars as required by the Council, e.g. Introduction to Local Council Administration 18. To assist in keeping the office clean and tidy. 19. Any other duties as may be reasonably required for the performance of the role within the job holder's skill and competence. 20. Acts as the Mayor's Secretary to organise the Mayor's civic duties with responsibility for dealing with routine enquiries and correspondence. Uses own discretion to redirect correspondence, telephone calls and personal visits where appropriate. 21. Responsible for assisting in the planning and co-ordination of all activities associated with the City Council's Mayoral civic administration. 22. Assists the Chief Officer in organising events for large numbers of people, i.e. Mayor Making and Mayoral Installation, Battle of Britain, Remembrance Sunday and New Year's Eve Civic Events plus other Ripon City Council Events and Civic Church Services. Undertakes all related administrative matters as required. 23. Updates the civic list and records relating to local organisations and contacts.
SALARY	NJC SCP 13
HOURS	37 hours per week.
LOCATION	Based at the Council's offices in Ripon, flexible working to be agreed with 2 days minimum in the office.
PENSION	Option to join the Local Government Pension Scheme.
ANNUAL LEAVE	Annual leave entitlement is a minimum of 22 days per annum in addition to normal bank and public holidays.



ADDITIONAL LEAVE	In addition to the usual public holidays, the office is closed for five weekdays over the Christmas and New Year period.
TRAINING	<p>Required to hold, or work towards in an agreed time frame, the achievement of Introduction to Local Council Administration, and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.</p> <p>To attend training courses or seminars as required by the Council.</p>
VARIATION CLAUSE	This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Council in consultation with the post-holder.
FLEXIBILITY CLAUSE:	Other duties and responsibilities expressed and implied, which arise from the nature and character of the post within the Council mentioned above.