

NEATH TOWN COUNCIL



VACANCY OFFICE ASSISTANT / MAYOR'S SECRETARY

- Hours:** 16 hours per week – 12noon – 4pm
Tuesday - Friday (or as an when required at peak periods, overtime will be paid)
- Salary:** NJC point 7 - £12.63ph
- Base:** Orchard Street, Neath
- Reporting to:** Neath Town Clerk

Neath Town Council are looking to recruit a motivated Office Administrator/Mayor's Secretary to support its current administration function.

You will assist with the day to day administrative functions required to ensure the effective and efficient running of Neath Town Council's administration offices. You will support all other administration staff and the Town Clerk to ensure the Town Council is run accordingly to its Constitution and Standing Orders.

As first point of contact for all queries/visitors to the Council office, you must have good communication skills both written and verbal with a commitment to improving efficiency and effectiveness.

Additionally, as the Mayor's Secretary, you will be responsible for diary and occasion management, connected with all aspects of the Mayor and Deputy Mayoral Roles. Therefore, communication skills, attention to detail and accuracy are paramount.

You must also have the ability of being self-motivated, innovative and have a flexible approach to work.

The right candidate will need to be a motivated, professional and caring individual who will be able to join a small team who are 'working for the community' of Neath.

A Job Application Pack is available on our website www.neathtowncouncil.gov.uk which include details of how to apply.

If you have any queries in relation to the post or wish to discuss the role, please email or phone the Town Clerk.

Neath Town Clerk
Neath Town Council
10 – 12 Orchard Street
NEATH SA11 1DU

Tel: 01639 642126
email: clerk@neathtowncouncil.gov.uk

Closing Date: Thursday, 29th February 2024 – 5pm
Interviews: w/c 4th March 2024

Applications should be via a Standard Application Form enclosed in the Job Application Pack.

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Job Summary

The role of the Office Assistant/Mayor's Secretary is to assist with the day to day administrative functions required to ensure the effective and efficient running of Neath Town Council's administration offices. You will support all other administration staff and the Town Clerk to ensure the Town Council is run accordingly to its Constitution and Standing Orders.

Overview of Responsibilities

Office Assistant

Being first point of contact for visitors/callers to the Town Council Office and dealing with general enquiries from the public and Councillors via face to face, telephone and email/post

Day to day running of the general office – handling enquiries and taking necessary action of any issues

Secure bookings for Community facilities via an online booking system and receiving payments

Invoice processing (supplier/customer) and remittance of invoices

Assisting Finance Officer with day to day invoice management

Overseeing the Council's Defibrillator Network

Administrative support to the Office Administrator and Community Engagement Officer, as and when required

Opening, sorting and distributing incoming post and ensuring all outgoing post is dealt with at the end of each working day.

Liaise with suppliers to ensure appropriate stock levels and continually compare supplier prices

Daily recording of cleaning rota for the Halls and liaising with Caretakers

Mayor's Secretary

Maintaining the Mayor's Diary and liaising with Mayor/Deputy Mayor and Town Clerk to ensure that all events, invitations and civil ceremonies are covered

Liaise with Neath Town Council Mayoress Appeal volunteers to ensure dates are known to the Mayor

Ensuring the Mayor/Deputy Mayor are supported and their diary is maintained

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Assisting with the planning and organisation of Mayoral hospitality (civic, local, national) on behalf of Neath Town Council

To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities, and other relevant agencies.

General

Providing administrative support for the Town Clerk, as and when required

Maintaining and updating all filing systems of the council (paper-based, electronic and archives).

Photocopying, collating and binding

Covering office staff annual leave and sickness

Performing any administrative functions to support the team, as and when required

To ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements where it impacts on the financial and payroll aspects of the Council.

To uphold the Council's core policies and procedures.

The job description is provided to assist the post holder to know the main areas of responsibility. These may be amended from time to time, without change to the level of responsibility appropriate to the grade of post.

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Job Title: Office Assistant/Mayor's Secretary

Personal Specification

	Essential	Desirable
Education & qualifications	<p>Minimum of 6 GCSEs or equivalent.</p> <p>Good basic standard of education.</p> <p>Self-sufficient in Microsoft Office packages.</p>	
Knowledge & Experience	<p>Working as part of a small team.</p> <p>Using own initiative within guidelines.</p> <p>Understanding of facilities and services provided by a Council within the sector.</p> <p>Sound knowledge of administrative procedures.</p> <p>Experience in maintaining electronic and paper records.</p> <p>Clear understanding of the importance of confidentiality.</p>	<p>Knowledge of town or community councils with an understanding of the committee system.</p> <p>Experience of using online Booking Systems.</p>
Skills & Aptitudes	<p>Practical IT skills.</p> <p>Ability to use initiative.</p> <p>Accurate data inputting.</p> <p>Achieve strict deadlines with a good attention to detail.</p> <p>Plan and work efficiently under pressure.</p>	<p>Ability to multi-task.</p>
Personal Attributes	<p>Developing and maintaining positive working relationships with a wide variety of different groups and individuals.</p> <p>Good communication skills both written and verbal.</p> <p>Commitment to improving efficiency and effectiveness.</p> <p>Ability to be self-motivated, innovative and have a flexible approach to work.</p> <p>Commitment to customer care & equal opportunities in service delivery</p> <p>Must be proactive regarding the achievement of the necessary results appertaining to the post.</p>	<p>Flexible attitude in terms of duties.</p>
Other Factors	<p>Able to consistently adapt behaviours that demonstrate a commitment to and understanding of the Town Council's purpose.</p>	

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CONFIDENTIAL Job Application Form

If you are completing this form electronically, please return it to clerk@neathtowncouncil.gov.uk otherwise, please return the completed form marked "Private and Confidential" to:- **Neath Town Clerk, Neath Town Council, 1st Floor, 10 – 12 Orchard Street, Neath, SA11 1DU**

Job details

Job title	Office Assistant/Mayor's Secretary (January 2024)
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Personal details

Surname	
First names	
Title	
Previous surname/s	
Address	
Email address	
National Insurance number	
Daytime telephone number	
Mobile Number	
Home	
Work	

How would you like to be contacted throughout the recruitment process? This will be used to contact you regarding receipt of your application and the outcome of the shortlisting process.

E-mail

Letter

Present or most recent employment

Post Held				
Dates of employment	From:		to:	
Name and address of employer:				
Pay per week/year				
Notice required				

Please give a brief outline of the duties and responsibilities of the post:

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Employment History

Please indicate where you have worked previously and any gaps in employment history.				
Dates From / To	Employer's Name	Post Title	Pay	Reason for leaving

Your qualifications

Please indicate any qualifications you hold	
Qualification Held	Grade/Class

Membership of Professional Bodies

Are you currently a member of a professional body or bodies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, Name of Professional Body	
Membership Level	
Date of Entry	
How did you achieve this membership level?	By examination <input type="checkbox"/> YES <input type="checkbox"/> NO By direct entry <input type="checkbox"/> YES <input type="checkbox"/> NO Other <input type="checkbox"/> YES <input type="checkbox"/> NO Please explain:

Referees

Please supply the names, addresses, telephone numbers and e-mail addresses of two referees, one of which must be your present or most recent employer. If you have not previously worked, please give the name of a responsible person who knows you well.

Councillors and relatives must not act as referees.

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1. Present or most recent employer	
Name	
Address	
Tel No:	
E-mail	
Relationship	
2. Other	
Name	
Address	
Tel No:	
E-mail	
Relationship	

Your Experience and Achievements

Please explain how you would relate your education, training achievements and experience to the post for which you are applying. Your response should relate to the person specification for this post. (You may continue on a separate sheet)

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Additional Information

Are you related to, or a partner of, a Councillor or Senior Officer of the Council?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please state the name and your relationship:	
Do you have any unspent or pending convictions under the Rehabilitation of Offenders Act 1974	<input type="checkbox"/> YES <input type="checkbox"/> NO

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

If a DBS Check is required for the post, this means that it is exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

YES NO

If you have answered 'Yes', please provide full details in a separate letter.

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A criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the job and the circumstances and background of your offences.

Do you hold a full current driving licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you claiming a guaranteed interview because:- You have a disability	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you/will you be an armed forces veteran	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you wish to apply for this post on the basis of any Flexible Working schemes? e.g. Job Share, Reduced Hours, Term Time Working	<input type="checkbox"/> YES <input type="checkbox"/> NO

Declaration

I declare that the information set out in this application form is true in all respects and I understand that the provision of false information may render me liable for dismissal, if appointed. I am also aware that canvassing of Councillors and Officers of the Council either directly or indirectly, will disqualify me.

Signed: _____

Date: _____

If form has been completed electronically
please place an 'x' in this box to indicate your consent →

Data Protection Act 1998 – Information provided by you will be held and automatically processed as data on a computer system. The Council will take all reasonable precautions to ensure its confidentiality and to comply with the principles contained in the Act. In order to aid the prevention of fraud in the administration of public funds, the information may be compared with other personal data held by the Council and may also be used for cross authority comparison purposes.

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Equal Opportunities Monitoring Form

Please complete this form. The purpose of monitoring is to enable the Council to examine how its equality policies and procedures are affecting jobseekers and employees. It will not be taken into account in and selection decision.

All the information collected from this form will be treated confidentially in accordance with the principles of the Data Protection Act 1998 and will be sorted on the secure NTC system database. Access to this information will be restricted to staff for monitoring of equality and diversity data and will be used for statistical purposes only. Information relating to successful applicants only will be copied to the secure database and will remain confidential and will be accessible to a limited number of staff. You may withdraw your consent to the holding of the data on this form at any time.

Full name of Applicant	
Post Applied for	
Date of Birth	

Gender (Please tick box as appropriate)

Male Female Prefer not to say

Nationality (Please tick box as Appropriate)

British English Irish Welsh Scottish

Other (Please give details)

Ethnic Origin (Please tick as appropriate)

- (a) White
- (b) White and Black Caribbean White and Black African
White and Asian White and Chinese
Any other mixed background

(Please give details)

(C) Asian:

- Indian Pakistani
Bangladeshi Any other Asian Background

(Please give details)

- (D) Black: Caribbean African
Any other Black Background

(Please give details)

- (E) Chinese/Other Ethnic Group: Chinese Other

Welsh Language (please tick as appropriate)

- Fairly fluent speaker and writer Fairly fluent speaker
 Fluent speaker and writer Fluent speaker
 Learner Little or no knowledge

Disability

- Yes
 No

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To make positive changes, the Council wants to address the different barriers faced by disabled people. Many people who do not consider them-selves to be disabled may be covered by the Equality Act 2010. The Equality Act defines a person as disabled if they have a physical or mental impairment, which has substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability or long-term health condition?

- Yes
- No

Note: It is our Policy to interview all people with disabilities who meet the essential shortlisting requirements of the post. The Person Specification shows these requirements. If you need clarification on these job requirements, please contact the Town Clerk.

Is your gender identity the same as the gender you were assigned at birth ?

- Yes
- No

Do you live and work full time in the gender role opposite to that assigned at birth ?

- Yes
- No

Sexual Orientation

- Bisexual
- Gay Man
- Gay women/ Lesbian
- Heterosexual/ Straight
- Other
- Prefer not to say

The council will only use sexual orientation information for ensuring its staff policies are working fairly and that your sexual orientation does not count against you. We will ensure that in any analysis that is made public that it will not be possible to identify you.

Your religion or belief

Below is a list of religions that are most commonly found in Britain, it is not an exhaustive list. Please tick the box that best describes you.

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other religion or belief (Please Specify)
- No religion