

**BLYTH TOWN COUNCIL**

**JOB DESCRIPTION**

Main Terms and Conditions of Service

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| **Job Title** | Committee and Research Officer |
| **Employer** | Blyth Town Council |
| **Place of Work** | Based in Blyth Town Council offices, Arms Evertyne House, Quay Road, Blyth, Northumberland, NE24 2AS |
| **Responsible to** | Town Clerk |
| **Salary** | NJC LC2 Scale Points 18-23  Currently £29269 to £32076 |
| **Hours of Work** | Part time (18.5 hours per week) |
| **Holidays** | Pro rata: 26 days per annum + bank holidays + 2 extra statutory days + 5 extra days after 5-year period.  (NB 3 days annual leave must be used for the period between Christmas and New Year when the Council will be closed) |
| **Travel & Mobility** | The post holder will not normally be expected to work outside of the normal place of work. Some flexibility for home working. Post holder must be able to travel throughout the Town of Blyth outside of standard hours. |
| **Training & Qualifications** | The post holder will be expected to hold relevant qualifications (see detailed Job Description). |
| **Probationary Period** | 6 months from employment start date. |
| **Notice of Termination of Employment** | The period of notice of termination by either party is 4 weeks. |

Job Purpose

To work under the supervision of the Town Clerk, to ensure the overall effective and efficient management of Committee administration, project work and other administration.

To deliver the democratic processes of the Council in accordance with any statutory regulations and the Council’s Standing Orders.

Review current procedures and be instrumental in the introduction of standardised formats and protocols for the preparation of agendas, reports and minutes.

Ensure the co-ordination of all Council/Committee minutes, agendas and reports for distribution to Council Members ensuring that agreed protocols, standards and timetables are achieved.

Attend evening Committee/Council meetings to advise the Chair of procedures in accordance with Standing Orders and to record decisions of the meeting and prepare minutes.

Overall management of the Council’s HR systems with responsibility for ensuring comprehensive policies are approved by the Council and are regularly reviewed. Responsible for ensuring that these policies are implemented and that staff are fully aware of their importance and comply with all policies.

Overall management of other systems the Council need to have in place to operate legally and effectively.

Responsible for ensuring maintenance of HR records either in digital or hard copy format.

Organising training where required.

Specific Duties & Responsibilities

* Drafting a Council and Committee meetings and working groups timetable for approval of the Council.
* Advising and implementing on standard protocols for format of agendas and minutes and ensuring their implementation.
* Manage the drafting of agendas for Chairs and Vice-Chairs as appropriate.
* Ensure that minutes, reports, and other supporting documents are provided with the agendas in line with the Standing Orders and Committee timetable.
* Attend evening Committees and Working Groups as agreed to ensure that Committee procedures are conducted in accordance with the Council’s Standing Orders. Advise the Chair on procedures at those meetings and record accurately all attendances, apologies, declarations of interest and minutes and decisions.
* Ensure audio and video records are made of all meetings.
* Drafting minutes for approval for the Mayor and Deputy Mayor for meetings of the Full Council.
* Drafting minutes for approval by the Town Clerk, Chairs/Vice Chairs of Council, Service Committees and Chairs’ meetings within an agreed timescale.
* Assisting in ensuring that the agreed agenda, minutes and videos are placed on the Council’s website in a timely manner.
* Communicate any agreed actions, ensuring areas of responsibility have been identified.
* Dealing with associated correspondence.
* Act as the Council’s HR Liaison Officer with responsibility for all HR policies, processes, and procedures.
* Assisting with the induction of staff and assisting exit interviews as well as assisting in the appraisal process.
* Drafting job descriptions and contracts of employment.
* Regularly drafting reports for the Staff Sub-Committee and Governance Committee on HR matters.
* Research, develop and implement new projects, eg blue plaques and the interactive Town map.
* Look for changes externally in policies etc in order to update legislation and working practices.
* Any other tasks commensurate with the role.

**Person Specification – Committee and Research Officer**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * Not specified |  | Certificates |
| **Experience** | * Extensive experience of application of Microsoft systems * Financial management of information and bookkeeping skills and experience * Management of financial systems. | Previous similar experience of working in a local authority or public sector organisation.  Experience of working with community groups in a Council or Public Organisation environment. | Application form  Pre-employment checks  References  Interview |
| **Skills/knowledge** | * Good written, oral and numeracy skills * Proficient ICT skills and ability to understand the use ICT to achieve work objectives. |  | Application form  Pre-employment checks  References  Interview  Appraisal |
| **Personal Qualities** | * Willingness to work in a team environment and adopt a collaborative approach * Self-motivation and able to work with minimal supervision. * Proactive approach and achievement orientated. * Promotes the Council in a positive manner at all times * Displays and encourages high standards of honesty, integrity, openness and respect for others. * Creates value. |  | Application form  Selection process  Pre-employment checks  References  Interview  Appraisal |