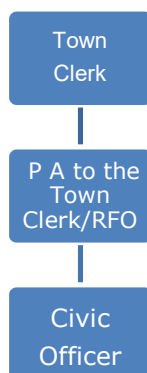


NEWARK TOWN COUNCIL

JOB DESCRIPTION

Post Title	Civic Officer
Grade	SCP 10-13
Hours of Work	15 hours per week
Location	Town Hall
Responsible to	P A to the Town Clerk
Responsible for	Civic Team
Effective	1 st February 2022

Organisation Chart



Job Purpose

1. Provide administrative & secretarial support to the Town Mayor.
2. Co-ordinate and organise all Mayoral engagements.
3. Organise and attend events in support of the Town Mayor's Charities.
4. Provide day to day management of the Civic Team.
5. The provision of administrative support to the PA to the Town Clerk as and when required.
6. The provision of support for other Town Council events as and when required.
7. The nature of the work will involve the post holder carrying out work outside of normal working hours.

Other Duties & Responsibilities

1. Be responsible for the day to day management of staff supporting the Civic Function (Mayor's Officer, Mace Bearers and Town Crier) ensuring that protocol is followed in connection with all functions.
2. Liaise with the Civic Functions Consultant in respect of addressing all aspects of delivering a Civic Events.
3. In the absence of the Mayor's Officer to act as Mayor's Driver,
4. Undertake such other duties as may be reasonably required within the general scope of the post.

General Matters

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible, management reserves the right to insist on changes to your job description after consultation with you.

The Council is committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a "job share" basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about "job sharing" you should contact the Town Clerk in the first instance.

The nature of the work will involve the post holder carrying out work outside of normal working hours, particularly in respect of events and activities such as the charity functions, as part of the normal contracted hours. An allowance has been incorporated in the salary to cover working such unsocial hours.

Signed: _____ Date _____

Signed: _____ Date _____
Town Clerk

Personal Specification

Experience & Qualifications

Essential

- To have 2 year's experience of delivering events
- To have 2 year's experience working in a busy office environment
- Minimum of 4 GCSE's A-C or equivalent, including English & mathematics
- Full Driving Licence

Desirable

- Knowledge of Civic Protocols
- Experience of working with elected Councillors
- Experience of working with the general public
- Knowledge of customer service principals

Knowledge & Skills

Essential

- Proven knowledge of IT models i.e. Microsoft Office: Word, Excel and Outlook.

Desirable

- Understanding of local government

Personal Attributes

Essential

- Excellent interpersonal skills
- Excellent communication skills, both written and verbal
- Display tact, diplomacy and discretion at all times
- Exhibit a good personal manner and presentable appearance
- Able to work effectively as part of a team or on own initiative
- Able to deal with difficult and confrontational situations whilst remaining calm and effective
- Demonstrate good organisational skills: able to evaluate competing priorities & take appropriate action
- Able to work under pressure, both to deadlines and high aspirational service demands