

Job Description

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| DESIGNATION | : Administrative Assistant |
| GRADE | : Grade 4 |
| POST NO | : |
| DIRECTORATE | : Democratic and Civic Support |
| UNIT | : Democratic Services |
| RESPONSIBLE TO | : Democratic Services Manager |
| SUPERVISORY RESPONSIBILITY FOR | : No Staff |
| LIAISON WITH | : Senior officers and Elected Members of the Council, general public and outside organisations. |

PURPOSE OF JOB

To undertake a range of administrative tasks at the direction of the Democratic Services team.

MAIN ACTIVITIES

1. To undertake a range of administrative tasks at the direction of the Democratic Services Manager; including filing; photocopying; typing letters; managing the Committee Services email box and calendar; arranging meetings, inputting information into Council's Financial Systems, invoicing and updating the Unit's web pages.
2. To provide administrative support to Members including IT (use of iPads) and booking their accommodation and travel as required for their Council duties.
3. To undertake the Grants administration.
4. To provide support for the Councillor Development Steering Group and ensure that Councillors training records are up to date.
5. To assist in the management of the Council Diary, scheduling in Committee meetings on a rolling 18 months calendar
6. To maintain the Council's Modern.Gov system including setting up of Committees; updating Councillors details including register of interests and outside bodies; inputting of agendas and reports; and drafting minutes.
7. To provide administrative support for the updating of the Council's Constitution.

8. To cover for the absence of the Assistant Democratic Services Officer and to deal with the whole range of duties
9. To gather information, and research topics relevant to the work of the Democratic Services team.
10. Any other duties of a similar nature that may be required from time to time.

**DATE LAST UPDATED: August 2016 by the Corporate Manager,
Democratic & Civic Support**