



BURGESS HILL TOWN COUNCIL

JOB DESCRIPTION

1. **Post Title:** **Administrative Co-ordinator Operations Team**
2. **Responsible to:** Operations Co-ordinator
3. **Salary Grade:** Scale 3/4
4. **Job Purpose:** To provide a wide range of co-ordination and administrative duties in regard to the Council's Operational Services.
5. **Functional Relationships**
 - Internal**
Operations Co-ordinator (Line Manager), Operations Manager, Team Leaders and Mobile Maintenance Team.
 - External**
Liaison with staff in partner agencies and community groups.
6. **Key Activities:**
 - (1) To provide administrative support to the Operations Manager, Operations Co-ordinator, Team Leaders and the Mobile Maintenance Team.
 - (2) To co-ordinate, in conjunction with the Operations Manager and Pubwatch Committee, the monthly Pubwatch group meetings and provide secretariat support. To facilitate training needs and liaise with partner agencies. To keep informed of national issues relating to this group and to work closely with Sussex Police and neighbouring schemes.
 - (3) To co-ordinate, in conjunction with the Operations Manager and Shopwatch Committee, the monthly Shopwatch group meetings and provide secretariat support. To facilitate training needs and liaise with partner agencies. To keep informed of national issues relating to this group and to work closely with Sussex Police and neighbouring schemes. To co-ordinate the usage and issuing of the Shopwatch Radios.
 - (4) To provide a central co-ordination role for Beat Sweep initiatives. To work closely with the Operations Co-ordinator in carrying out visual audits prior to an initiative commencing and to provide a liaison role between the Operations

Manager, Sussex Police, Partner Organisations and the General Public.

- (5) To assist the Operations Manager in the development and administration of future initiatives pertaining to the Cleaner Neighbourhood Act, to include Anti-social Behaviour and Street Scene Issues and matters arising from the Assets, Street Scene and Anti-social Behaviour Key Area Group.
- (6) To provide holiday cover and administrative support to the Operations Co-ordinator. To take responsibility for liaising with the Team Leaders for scheduling maintenance work in the absence of the Operations Co-ordinator.
- (7) In conjunction with the Operations Manager organise the Council's Buildings Maintenance and Redecoration Programme and administer the issuing of building maintenance contracts.
- (8) To provide secretariat support to the Assets, Street Scene and Anti-social Behaviour Key Area Group.
- (9) To assist with the provision of Operations Road Shows and other community initiatives.
- (10) To participate in bi-weekly Neighbourhood Specialist Team Meetings and provide partner information and statistical reports to include monthly graffiti reports.
- (11) To co-ordinate partnership reporting and provide monthly statistical and analytical reports.
- (12) To assist the Operations Manager in the compilation of management reports.
- (13) To undertake any training and development to meet the needs of the organisation.
- (14) To recognise and be aware of the requirements of the Health and Safety at Work Act, as well as Fire and Safety regulations, and ensure that these are observed and regularly carried out.
- (15) To undertake such other duties as may be reasonably required by the Council.

7. General:

- i) The hours of work for contractual purposes are Monday, Tuesday, Wednesday and Thursday 9.00am to 5.30pm and Fridays 9.00am to 5.00pm. As the duties associated with the post could involve a limited amount of evening work, hours worked in excess of the above will be subject to overtime payment or time off in lieu.
- ii) The post holder is required to give the Council one month's written notice of termination of employment.