

Post Title:	Corporate Services Officer
Responsible to:	Corporate Services Manager
Salary Grade:	Scale 5-6/1 Point 13-21 (FTE: £28,163- £32,115) (pay award pending)
Hours	30 Hours per week.
Job Purpose:	To undertake a wide range of administrative and clerical duties and to assist in the day-to-day operation of the Council's Corporate Services Office.
Functional Relationships:	<p>Internal – Reporting directly to the Corporate Services Manager (line manager) and provide support to other senior staff where necessary.</p> <p>To supervise the Administrative Support Officer.</p> <p>External – liaison with suppliers, funeral directors, staff in partner organisations, members of the public and the Town Council's Councillors.</p>

Key Tasks/Activities:

1. To manage the day-to-day administration of the Town Council's burial ground involving the updating of the administrative and statutory records, liaison with suppliers, funeral directors and the council's maintenance team, and dealing with bereaved families.
2. To manage the Sidney West facility bookings to include the taking of enquiries, issuing of booking forms, updating of the booking control system, on-site handover to individual hirers and the raising of invoices (via Sage – training will be given) to customers.
3. To co-ordinate and manage the programme of engagements undertaken by the town council's Mayor to include liaison directly with the Mayor and the various external bodies requesting Mayoral attendance.
4. To supervise and provide support to the Administrative Support Officer to include, but not limited to:
 - a. Updating of the town council's notice boards on a weekly basis,
 - b. Agenda preparation and meeting Minute taking for the organisation. This may involve the attendance at a number of evening meetings during the year.

5. To provide support in maintaining the town council's website involving the editing of pages to keep them up-to-date (training will be given).
6. To maintain the town council's archiving system.
7. To provide occasional support to the town council's front-of-house Help Point which will involve dealing with members of the public.
8. To undertake various other administrative duties and provide support that may be allocated from time to time which fall reasonably within the scope and grade of the post. **Noting that some of the duties on this post may alter as other staff moves are anticipated during the next 12 months.**
9. To undertake any training and development to meet the needs of the organisation.
10. 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.