

SOUTH SWINDON PARISH COUNCIL

Governance & Support Officer

Job Description & Person Specification



JOB SUMMARY

Job Title: Governance & Support Officer

Reports to: Assistant Clerk

Annual Leave: 25 days annual leave entitlement plus 2 Statutory days

Employment Type: Permanent

Salary: £30,023-£32,046 (NJC LC1 SCP 13-17)

Hours: This is a full-time role set at 37 hours per week. Some evening and weekend work will be required to support council meetings, events and other activities that support the council's communications. Hours worked outside the standard pattern are compensated through time off in lieu or paid overtime and agreed in advance with the line manager. The Parish Council operates in accordance with the Working Time Regulations 1998 including daily and weekly rest entitlements and the 48-hour average weekly limit.

Equal Opportunities: Applications welcome from all sections of the community; adjustments are available at any stage of the process and in the role.

Job Purpose

The Governance & Support Officer role has been created to assist senior parish officers with overarching administration responsibilities, implementing efficiencies, delivering small projects and leading on committee work including policy review.

KEY RESPONSIBILITIES

Governance

- Organise meetings for Parish Councillors, Officers and Contractors.
- Publish public notices and agendas in accordance with the Parish Council's standing orders.
- Formally minute Parish Council meetings.
- Maintain and update records and filing systems in relation to Parish Councillors (such as Register of Interest forms) and Parish Council meetings.
- Assisting the CEO in reviewing, maintaining and improving Council policies and procedures.
- Produce reports for Parish Council meetings and Working Parties as requested.

- Managing the grant application process, providing advice to potential applicants where appropriate, bringing forward grant applications to councillors and leading on feedback received and actioning decisions made.

Planning

- Be the point of contact for all planning related enquiries and manage incoming and outgoing correspondence for planning applications from Swindon Borough Council.
- Update the Parish Council's planning system regarding new planning applications and decisions made by Swindon Borough Council's Planning Department.
- Liaise with the Parish Council's Planning Committee and Parish Councillors regarding planning applications and forward Parish Council responses to planning applications in a timely manner.

Administration

- Act as lead reception contact for the Parish Council Office, supporting others to deliver a good reception service for Parish Council Office visitors.
- Be the lead contact for enquiries to the Parish Office, oversee incoming and outgoing correspondence and bringing items to the attention of the relevant officers when required.
- Manage the Parish Council Office, working with Parish Council Managers to ensure it is run in an effective way.
- Support the CEO in managing the Parish Council's corporate accounts, keeping those accounts up to date and implementing changes as required.
- Support the CEO, Deputy CEO and Parish Council Managers in administering the Council's training and development package, ensuring staff are enrolled on relevant training courses.
- Support the Assistant Clerk in undertaking tasks to make Parish Council assets safe and compliant.
- Occasional support to the Parish Council's Services Team with administrative duties as required.
- Support the Community and Admin Services Team with administrative tasks commensurate with the nature of this job role.

Projects

- Shape and deliver projects requested by the Council as appropriate, including working with key project stakeholders.
- Source external funding for Parish Council projects where possible.

General Duties

- Act as a representative of the Council in meetings with partners and stakeholders as required.
- Undertake any other reasonable tasks as directed by the Assistant Clerk, Deputy CEO or CEO.
- Participate in training and development opportunities as required.
- Maintain professional standards and represent the Parish Council positively in all interactions.

ADDITIONAL NOTES

- Undertake other reasonable duties commensurate with the level and nature of the post, as required from time to time.
- South Swindon Parish Council is committed to an accessible and inclusive recruitment process. Applicants who require reasonable adjustments at any stage of the recruitment process are encouraged to let us know. We will work with applicants to identify and implement reasonable adjustments wherever reasonably practicable.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	GCSE English at Grade C/4 or equivalent.	Educated to degree level or hold a qualification relevant to local authority governance or administration.
	Ability to independently travel to locations across the Parish as required to fulfil the duties of the role, using an appropriate mode of transport, with reasonable adjustments considered where applicable.	
Knowledge, Skills and Experience	Demonstrable experience of working in a committee or governance-based in a local authority or comparable sector.	Track record of delivering administration service improvements.
	Strong report writing skills.	Previous experience of project management in a corporate or public sector environment.
	Demonstrable experience of working in administration including handling service user enquires.	Experience of managing an office, including front reception.
	Experience of updating websites.	Knowledge of the local government sector, including the planning process.
	Ability to work respectfully and effectively with people from a wide range of backgrounds and communities.	
Personal Qualities	An ability to manage multiple priorities and tasks.	

	Well organised and motivated with an ability to lead and coordinate tasks with other colleagues.	
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