

Hilton Parish Council

Hilton Village Hall, Peacroft Lane, Hilton.DE65 5GH
Tel Office: 01283 730969 Email: clerk@hiltonparishcouncil.org.uk

Job Description – Office Manager

Date of Issue:	Agreed at the Parish Council meeting on 27 th March 2024
Reports to:	Hilton Parish Council
Purpose of the job:	To be responsible for supporting the day-to-day delivery operation of Hilton Parish Council and be the prime interface with residents and other organisations on its behalf.
Location:	Hilton Parish Council Office, Peacroft Lane, Hilton Derbyshire. DE65 5GH
Hours of work:	40 hours a month (typical average 10 per week) Some out of hours work may be required for emergencies for matters arising by direct reports or councillors. These occasions will be kept to a minimum and can be offset against scheduled working hours. Any overtime will be taken in lieu and authorised by the chair. You will be required to attend Parish Council meetings. These meetings are typically (but not exclusively) held once a month in the evening.
Rate of Pay:	As per Local Government Pay Scale SCP 31

Key Responsibilities

1. Manage and be accountable for the purchase of goods and services on behalf of the Parish Council.
2. Manage the direct reports under your control. Ensure that adequate staff cover is provided at all times, ensuring that systems are in place to record annual leave taken
3. To carry out and record annual appraisals and maintain regular communication with your direct reports and contents agreed with the Chair.
4. Ensure systems are in place to manage the booking and income received through pitch hire.
5. Monitor and manage accordingly to daily communication on the Parish Councils official email and social media platforms ensuring that responses are in line with Parish Council policies and procedures. Prioritise and communicate in a professional manner being mindful in the knowledge that we are a public service facing body.
6. Ensure that systems are in place to maintain social media:
 - a) Ensure that relevant information is uploaded to the Parish Council website and ensure it is robust, up to date and meaningful to residents and other users.
 - b) Manage and monitor all correspondence on social media including the team WhatsApp group and provide a timely and relevant responses to issues arising.
7. Uphold the Parish Councils' policies and adhere to the HR handbook as a base standard for ways of working.
8. Ensure the Councils commitment to effective management of risk outlined within the Councils Risk Management strategy and Policy is adhered to by yourself, direct reports, and councillors as they carry out their duties.
9. Monitor the CCTV system and to ensure it is maintained and viewed in accordance with the Councils CCTV policy and current legislation.

10. In conjunction with the Proper Officer of the council organise the meeting agendas and ensure these are published via the correct channels.
11. Attend Parish Council meetings to take minutes. Ensure these are recorded, and then agreed in accordance with Parish Councils policies and processes. Ensure these are published via the correct channels.
12. Supervise suppliers work on site, ensuring the work is carried out within agreed costs and specification.
13. To liaise and support external companies who come and offer community events organised by the council.
14. Any other ad hoc administration duties required to the needs of the role and the council.
15. As required liaise with SDDC, DCC and the district and county councillors regarding Parish Council matters or matters raised by residents.
16. Liaise with the Responsible Finance Officer as required to maintain accurate financial records in accordance with council policy, legislation and audit requirements.
17. Liaise with suppliers and service providers to ensure the supply of goods and services purchased for the council and delivered as "best value".
18. All other duties that are required on a general basis by the Parish Council.
19. Consult with the Chair on all relevant items of Parish Council business requiring approval of the Parish Council
20. Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.

Essential skills

1. Excellent communication skills both verbally and written
2. Excellent people skills
3. Ability to manage and deliver small projects
4. Ability to manage, inspire and motivate the team
5. Financially aware and the ability to keep accurate financial records
6. Be able to prioritise workload and deal with urgent matters arising as they come up.
7. Manage time and workload by using your own initiative.
8. Good IT skills including Microsoft Word and Excel.
9. Good social media skills including Facebook, website management and email communications.

Organisation Chart

