



Seaford Town Council

Job Description

Executive Support Officer

Responsible to: Town Clerk
Hours: 22 hours per week
Grade: SCP 19-24

1. Job purpose

To provide efficient and effective support to the Corporate Management functions of the Council and the Town Clerk.

2. Areas of Day-to-Day Responsibility

Human Resources (incl. Training)
Corporate Governance (Council Policies & Accreditation)
Council & Committee Meeting Paperwork & Administration

3. Duties

General / Administration

1. Information provision and support to the Town Clerk, Councillors and other members of staff as and when required.
2. Staying up to date with matters effecting the Council and bringing these to the Town Clerk's attention as and where relevant.
3. To undertake any other duties required by the Council consistent with the level and scope of the post.

Human Resources

4. Day-to-day responsibility for all Human Resources functions of the Council, including advising and administration.
5. Working closely with the Town Clerk to ensure the Council is complying with Employment Law and its own policies.
6. Handling performance management processes and grievances in line with Council policy.
7. Overseeing the training and development of staff members and councillors. Including record keeping, arranging of training and other related duties.
8. Responsibility for arranging work experience placements and liaising with all necessary parties.
9. Providing support to line managers and other members of staff on Human Resources queries or issues.

Corporate Governance (Policies & Accreditation)

10. Leading on the monitoring and review of the Council's policies and procedures.

11. Providing advice to staff members and councillors on corporate governance matters and adherence with Council policies.
12. Overseeing the Council's membership of the Local Council Award Scheme, monitoring and managing adherence to the necessary criteria.
13. Overseeing the process of any further accreditations the Council seeks (Local Council Awards, Star Council etc).

Council & Committee Meeting Paperwork & Administration

14. Administration and support for Council and Committee meetings; including report writing, agendas, minutes, follow up actions and dealing with queries on meetings.
15. Confidential support for the Personnel, Appeals, Disciplinary and Grievance Committees/Sub-Committees.

4. Continuity Planning

In the absence of the Town Clerk/Proper Officer, and providing such matters cannot wait until the return of the Clerk/Proper Officer, shall be responsible for:

1. Responsibilities bestowed upon the Town Clerk within Personnel Policies of the Council and/or relating to personnel/employment matters.
2. Urgent line management duties for staff usually reporting to Town Clerk i.e. holiday requests, sickness notification, performance management etc.
3. Decision making regarding the areas of responsibility in the job description.

Where necessary, such decisions should be discussed with other relevant members of management team and a written record made to be reported back to the Clerk/Proper Officer at the earliest possible convenience.

Written: October 2013

Reviewed: October 2019