



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Job Description

Job Title: Corporate Support Assistant

Reporting to: Corporate Support Manager

Contract: Permanent

Hours: 37.5 per week

Location: Chippenham Town Hall

Salary: £19,312- £20,092 per annum Spinal Column Points (SCP) 5 - 7

Main Purpose of Role:

To assist the Corporate Support Manager with a range of administrative duties, providing responsive and pro-active support to help deliver the effective and efficient management of the Council.

Main Duties and Responsibilities:

- Planning, organising, and hosting meetings and events as required, including providing necessary paperwork in advance
- Assisting as required with the preparation of agendas, notes and minutes from meetings involving the Management Team, Councillors, key partners, and stakeholders
- Tracking actions, managing deadlines, and sharing information when required
- Supporting and attending meetings which are confidential in nature
- Drafting high quality correspondence on behalf of the Management team
- Arranging attendance at conferences, training, and other events and co-ordinating travel on behalf of the Management team

- Liaising with various partners and stakeholders, Councillors, and members of the public as required
- Assisting with the delivery of IT projects and helping to ensure that routine IT issues are dealt with swiftly by our IT service provider
- Supporting the organisation and delivery of community events
- Supporting the Corporate Support Manager with day-to-day administrative matters on an ad hoc basis
- Supporting the Corporate Support Manager with recruitment activities from appointment to induction
- Deputising for the Corporate Support Manager when necessary
- Working as part of a wider team to ensure a consistent standard of administrative work
- Collaborating with colleagues to ensure adequate cover is provided for holidays and absence

Special Conditions of the Post:

- To use display screen equipment and a keyboard for inputting data
- To work to tight deadlines and adapt to changing work priorities
- To concentrate for several hours at a time
- To attend if required out of hours functions, including weekend and Bank Holiday working.
- To attend if required out of hours meetings of any Committee, Sub-Committee or Working Group on a time off in lieu basis.
- To be available, subject to operational requirements, to attend any relevant training courses.
- To undertake any other duties required by the management of the Town Council which are applicable to the grading and nature of the post and which do not change the general character of the duties or the level of responsibility entailed.

Primary Relationships

- Line managed by the Corporate Support Manager.
- All employees of Chippenham Town Council including members of the Extended Corporate Management Team.
- Councillors of Chippenham Town Council in accordance with the approved Protocol.
- Stakeholders, external organisations, and members of the public as required.

Person Specification	Essential	Desirable
Experience & Knowledge		
Public sector or local government experience		✓
Experience working in an administrative role	✓	
Knowledge of using Microsoft Office (including Teams and 365)		✓
Experience working with IT service provision		✓
Understanding of General Data Protection Regulations		✓
Qualifications		
Educated to A Level/NVQ Level 3, preferably in Business Management, Administration, or a related subject	✓	
University graduate in Business Management, Administration, or a related subject		✓
Skills and Attributes		
Accurate note taking and record keeping	✓	
Effective organisational skills	✓	
IT Literate	✓	
Able to work under time constraints and prioritise effectively	✓	
Excellent communication and observation	✓	
Adaptable to various areas of work	✓	
Understands the importance of confidentiality	✓	
High level of attention to detail	✓	
Good team worker, but also able to work on own initiative	✓	

Able to deal with a range of people in a professional and courteous manner	✓	
Positive and self-motivated attitude	✓	

Equal Opportunities

Chippenham Town Council aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.