



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square,
Fairbank Road, Southwater,
West Sussex RH13 9LA

Post Title:	Assistant Executive Officer
Salary:	Starting from £30,500 per annum (FTE / pro rata part-time)
Pension:	NEST Pension Scheme
Hours:	29.5 – 37 Hours per week (Part-Time and Full-Time considered)
Location:	Beeson House, 26 Lintot Square, Southwater, W. Sussex RH13 9LA
Responsible to:	Executive Officer and Responsible Finance Officer
Responsible for:	n/a
Annual Leave:	Starts from 24 days per annum (pro rata) plus bank holidays

Job Summary – The Assistant Executive Officer’s key role is to support the Proper Officer of the Council (Executive Officer & Responsible Financial Officer) in exercising all the Council’s statutory duties and functions.

Functional Relationships: - Parish office personnel, Parish Councillors, tenants, suppliers, contractors, customers, and members of the public.

KEY ACTIVITIES

ADMINISTRATION

- Ensuring delivery of Southwater Parish Council’s objectives to a high standard.
- Assist in reviewing and delivering the projects within the Council’s Business Plan.
- Respond to correspondence as required by the Executive Officer or Council.
- Prepare agendas and reports, in consultation with the Executive Officer, for meetings of the Council, its committees, sub-committees, working groups, and other meetings.
- Attend meetings and take accurate Minutes as required as required by the Executive Officer.
- Assist the Executive Officer in maintaining all records relating to the Council and its committees (e.g., Minutes, Declarations of Interest) and comply with all statutory requirements.
- Provide support to the Executive Officer.
- Liaise with the Executive Officer on all matters pertaining to the Council, councillors, and staff.
- Answer general enquiries and letters from members of the public.
- Responsible for working with the Community Engagement Officer to deliver the Council’s Communication Strategy including but not limited to schedule and produce regular content for Facebook, Instagram, website, newsletters, and presentation of PR/publications in association with all Council activities.
- Manage and administer the Council’s website.
- Ensure effective management of postal services, the telephone system, and computerised systems operated by the Parish Council.
- Organise and maintain the Council’s filing and other systems.
- Assist in the organisation of any civic or other community event as required.
- Work with the Executive Officer on review, production and quality control of all Council policies and documentation, ensuring they are uploaded to the website accordingly.

- Help monitor the Council's insurance liability and asset register in conjunction with the Executive Officer and Operations Officer, ensuring adequate cover is in place.
- Familiarise oneself with all aspects of the Council's administration and accounting processes.
- Ensure the Council complies with appropriate employment legislation, working with the Executive Officer on any legislative changes.
- Assist in maintaining, implementing, monitoring, and complying with the Council's Health & Safety Policy and carry out any required risk assessments for new Council activities.
- Assist in producing a Climate Action Plan for the Council, then reviewing and delivering its objectives.
- Familiarise oneself with the Council's Emergency Plan and work with the Executive Officer and Operations Officer to ensure that this is reviewed annually.
- Familiarise oneself with the issuing, monitoring and response to planning applications received by the Parish Council as Statutory Consultee.
- Assist with service delivery to a high standard, including inspections, safety, and maintenance of Council assets such as play areas, bus shelters, streetlights, dog and litter bins, multi-user games areas, skate parks, and open spaces (including trees).

FINANCE

- Familiarise oneself with the Council's accounts and support where necessary, ensuring that all systems and methods of operation meet required standards, under the direction of the RFO.
- Work with the Accounts Administrator as required and directed by the RFO.
- Assist the RFO in all financial matters as required.

SUPERVISION

- Deputise for the Executive Officer in any absence due to sickness, holiday, or training.
- Supervision of contractors contracted carrying out work on Parish Council assets in conjunction with Executive Officer and Office Staff ensuring that relevant insurance, method statements and risk assessments are in place prior to any works being carried out.

GENERAL

- Work flexible hours to meet the needs of the Council, including work outside normal office hours (typically Wednesday evenings) for Council and Committee Meetings as required (subject to discussion with the Executive Officer).
- Undertake other duties within the capacity of the post holder as reasonably expected/requested by the Executive Officer or the Council.
- The Council reserves the right to vary the contents of the job description, after consultation, to reflect changes to the job role without changing the general character of the post or level of responsibility.

TRAINING/QUALIFICATIONS

- Undertake training as identified or directed by the Executive Officer.
- Study and achieve the Introduction to Local Council Administration qualification (ILCA) within the first month.
- Study and achieve the Certificate in Local Council Administration (CILCA) qualification within 12 months.