



Job Description

Title	Admin & Planning Officer
Salary	Scale 4 (2021-22 = £20,444pa - £22,129pa pro rata)
Hours	Part-time 25 hours per week
Reporting to	Deputy Clerk

If you would like this information in another format please contact:

Looe Town Council
Looe Library and Community Hub
The Millpool
West Looe

Telephone: **01503 262255**

Email: **enquiries@looetowncouncil.gov.uk**

www.looetowncouncil.gov.uk



The Role

The Administration & Planning Officer will be an officer of the Council and is under a statutory duty to assist in the carrying out of all functions and assist with the administrative duties required.

The Administration & Planning Officer is an integral part of the Looe Town Council Team, undertaking office administration including minute-taking, responding to enquiries, typing, data input, photocopying and filing, and supporting the officer team with other administrative tasks.

The Administration & Planning Officer is the designated officer for the planning committee which requires planning training to be undertaken, organising all documentation for the planning committee and responding to any planning enquiries.

Duties and Responsibilities

- To assist members of the public contacting Looe Town Council, in person or via email/ telephone, and provide information, advice or sign-posting to solve queries.
- To maintain a civic diary, organise and book Council meetings and maintain a record of resolutions from council meetings
- To monitor Councillor attendance, organise training and keep councillors contact details up to date
- To maintain an up-to-date list of assets for disposal
- To produce legal notices, adverts and posters to meet statutory requirements and to support the work of Councillors and other Officers
- To input, collate, prepare, and create data to support the Responsible Financial Officer and other Council activities
- To book meetings and circulate documents as may be required by council members
- To administer the work of the Planning Committee, updating the website, producing reports and minutes for members to scrutinise, and report recommendations to Cornwall Council in line with statutory deadlines
- To maintain permanent record files and archives, where appropriate, on behalf of Looe Town Council, ensuring that legal requirements are met
- To monitor the enquiries@looetowncouncil.gov.uk email and deal with correspondence from emails, telephones and letters
- To order office stock and supplies as required to ensure effective operation of Council offices and other facilities
- To collate information required by Freedom of Information requests and present to Town Clerk for formal response
- To update the LTC website and social media with Council information, agendas, minutes and news items pertaining to their role and the business of the Council
- Assist in the completion of forms and other administrative tasks (such as insurance claims, crime reports) to support the officer team
- To maintain records of Council decisions and staff sickness, training and holidays
- To attend training courses or seminars relevant to the role, including the completion of ILCA – Introduction to Local Council Administration
- To undertake any other reasonable tasks as directed by the line manager



Corporate accountabilities

Information security and governance

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

Safeguarding

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered



Competencies and other requirements

Behaviours	Recruitment and selection
<p>Working together</p> <ul style="list-style-type: none"> You understand and are attentive to the needs of your team You listen to the views of others and seek them out You support and show consideration for others You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others You are committed to the protection and safeguarding of children, young people and vulnerable adults You share information and expertise with others You are honest, you respect, and you build relationships of trust You share your achievements and acknowledge the achievements of others 	<p>Application form and Interview</p>
<p>Personal responsibility</p> <p>You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> You are trustworthy and reliable You pay attention to your own health, safety and wellbeing and that of others You acknowledge errors, report them as appropriate and play your part in addressing them You appropriately challenge unhelpful behaviour You seek feedback and review your own contribution You are open to change and improvement You take responsibility for your development You are enthusiastic about and take pride in your work 	<p>Application form and interview</p>
<p>Resourceful</p> <p>You apply expertise, solve problems and make improvements to deliver good outcomes for the council, visitors and residents</p> <ul style="list-style-type: none"> You plan and organise your work and manage your time effectively You gather relevant information, analyse it and make timely informed decisions in the course of your work You are flexible and adaptable You respond constructively to change You demonstrate financial awareness relevant to the job you do You use your initiative and are creative in problem solving You deliver results and manage customer and team expectations 	<p>Application form and Interview</p>



Knowledge, skills & experience	Essential/Desirable
Good general education: 5 GCSE's or equivalent including Maths and English	Essential
Commitment to study and complete the Introduction to Local Council Administration	Essential
NVQ Level 2/3 in Administration	Desirable
Excellent written and verbal communication skills	Essential
General administration and presentation skills	Essential
Good working knowledge of Microsoft systems	Essential
Ability to work effectively with members of the council, staff and a range of stakeholders	Essential
Previous local government experience	Desirable
Practical experience of local government procedures	Desirable
Managing a range of activities to deadlines within pre-agreed timescales within changing priorities.	Essential
Proven excellent customer service skills.	Essential
Proven organisational skills with a high level of accuracy	Essential
Fully Competent in using standard software systems – word, excel, outlook, Teams, internet-based system	Essential
Practical experience of servicing committees	Desirable
Understanding of finance	Desirable
Experience of minuting meetings	Desirable
Ability to work flexibly within a team and contribute to team ideals	Essential
Ability to establish good customer relationships	Essential
Methodical and accurate approach	Essential
Ability to use initiative and complete tasks without supervision	Essential
Honesty, integrity and trustworthy	Essential
Flexibility to attend evening meetings and civic events as and when required	Essential
Commitment to personal and professional development	Essential
Full clean driving license	Desirable
Access to own transport	Desirable