

## **NEWBURY TOWN COUNCIL**

### **JOB DESCRIPTION**

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**POST:** Trainee Corporate Support Officer

**RESPONSIBLE TO:** Committees Clerk

**SALARY:** £23,656-£24,027

**POST HOLDER:**

**DATE APPOINTED:**

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#### **MAIN OBJECTIVES**

- A) To assist in the effective and efficient running of the Council Offices.
- B) To provide administration and secretarial support Council Officers.

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#### **MAIN DUTIES AND RESPONSIBILITIES**

- Professionally handle public enquiries in person and by phone, providing accurate information and guidance as needed.
- General administration duties
- To assist with Town Hall Wedding Functions as and when necessary.
- Assist in the production of committee meetings paperwork and providing cover, if required, in the event of the absence of the Committees Clerk.
- To undertake an apprenticeship in Local Government Administration
- Undertake such other duties as may be required by the Committees Clerk and Chief Executive Officer which are reasonably consistent with the duties, grading and character of the post.

**Person Specification:**

Area	Essential	Desirable
Flexibility to adapt to changing work schedules, including occasional evening and weekend work	Y	
Great customer service skills with the ability to positively interact with members of the public	Y	
Ability to work well on your own initiative and manage multiple activities	Y	
Computer Literacy: good working knowledge of Microsoft 365 suite	Y	
Ability to communicate as part of a team	Y	
Being able to take on additional tasks or responsibilities beyond the core duties as required	Y	
Willingness and ability to learn and undertake formal training	Y	
Experience of Town/Parish Council workings		Y
Hold a UK driving license		Y

**Newbury Town Council - General Officer Requirements**

The post holder is required to contribute to the achievement of the Council's objectives through:

- Customer Service**  
 When working for the Council, all employees are ambassadors of the Council and are expected to be courteous, helpful and professional when dealing with the public, the elected members of the Council and with colleagues.
- Equalities**  
 Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
- Corporate Responsibility**  
 The postholder will be a part of the Council team and will be expected to support the Council's Strategy and corporate objectives in all aspects of their work.
- Climate Change**  
 Delivering energy conservation practices in line with the Council's climate change strategy.
- Health and Safety**  
 Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.