

Thorpe St Andrew Town Council

Policy and Committee Officer

Hours: 21 hours per week

Salary: £20,043 (pro rata) (£10.42 per hour)

Job Description

1. To be support ongoing policy development within the Town Council, requiring regular liaison with the Chief Executive, Responsible Financial Officer (OM), and Town Mayor, on policy issues.
2. To support the delivery of the Corporate Plan and Forward Plan, in sourcing, analysing and providing information to the Chief Executive Officer and Responsible Financial Officer (OM) on matters relating to Council performance.
3. To develop and maintain the authority's Equality Policy and to promote this throughout the Council. To be one of the main points of contact for officers seeking advice on equalities issues including contributing to all Council and Committee Reports.
4. To have day-to-day responsibility for the operation of the Council Complaints Procedure.
5. To review and implement changes in Government legislation and policy development to ensure those affecting the working of the Town Council are relayed to the relevant staff and inform the future direction of the Council.
6. To provide ad hoc policy analysis, development of policy documents and partnership resource support as required and to provide relevant and timely policy advice to colleagues as required.
7. To prepare, and where necessary, present formal reports as required by the Chief Executive Officer or Responsible Financial Officer (OM), to include Officer meetings, formal committee meetings, and full meetings of the Town Council.
8. To support arrangements for full Council and committee meetings including the preparation of agendas, reports and minutes using the Council's committee processes.
9. Play a key role in the facilitating of online / virtual / hybrid meetings as the Council continues to embrace new ways of working and technology following the COVID-19 pandemic.
10. Provide support and training to both elected members and staff to assist them to carry out their duties as part of the decision-making process.
11. Assist with the maintenance of online corporate diaries and liaise with members of the public and provide information as part of open and transparent decision making.
12. To assist with community events which are organised by the Town Council, including some evening and weekend work.
13. To undertake any additional work as may be directed.

Person Specification

Criteria	Essential Requirements	Desirable Experience
Qualifications	<ul style="list-style-type: none"> - Good general education, including GCSE Maths and English (grade C or above) or equivalent or be able to demonstrate equivalent aptitude 	
Experience	<ul style="list-style-type: none"> - Experience of working in local government - Proven administration skills - Experience writing or reviewing policies 	<ul style="list-style-type: none"> - Preparing agendas - Report writing - Evidence of explaining complex issues openly and concisely - Evidence of presenting information to groups
Other skills	<ul style="list-style-type: none"> - Excellent verbal and communication skills - Ability to form good working relationships - Ability to set and prioritise own objectives and workload - Excellent organisational skills - Flexibility - Ability to work under pressure and to tight deadlines - Intermediate Word, Excel, and Outlook skills - Able to speak confidently to groups - Able to quickly understand and interpret complex issues - Able to take accurate minutes - Able to maintain confidentiality 	
Other	<ul style="list-style-type: none"> - Able to attend evening meetings 	