

# Didcot Town council

## JOB DESCRIPTION

### **JOB TITLE:** Meetings Officer

**ACCOUNTABLE TO:** Town Clerk

**OBJECTIVE:** To support the Running of Didcot Town Council Committees and Activities

**JOB SUMMARY:** To compile the Agendas and minutes for all Council Committees and work groups and to service these meetings.

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

1. To support Didcot Town Council on the delivery of the Councils meetings, including over meetings of standing committees
2. Create agendas for all Committees and Working Groups.
3. Create paper copies where necessary
4. Attend and produce minutes for each meeting
5. Ensure rooms are ready for all Committee Meetings and Working Groups
6. To set up rooms with the Water, Glasses, AV equipment and microphones.
7. Post all Agendas, Minutes, and reports to the Didcot Town Council Website and notice board.
8. To assist with general administration tasks as directed by Town Clerk including filing; photocopying; typing letters, reports, and other forms of record-keeping.
9. To attend training courses as required.
10. Hours will be flexible but must include all Committee meetings (usually weekday evenings from 7pm. Minutes could done remotely.
11. You will be primarily based at the Civic Hall but may be required to work on other sites. Flexible working where possible
12. To assist with general running of the Civic Hall, including Reception, Bar and evening support when there are limited meetings or a need for the business. Training would be provided

**PAY AND BENEFITS:**

This job is on the Scale Point 9-11(£10.86 - £11.30ph based on experience) for 25 hours a week and includes holiday accrual based on the number of hours worked. (Pending National Review)

If you meet the qualifying criteria, you will be entitled to enrol in the LGP pension scheme.

Parts of this role could be done remotely. Some parts require attendance to site.

**WORKING RELATIONSHIP:** The role requiresexcellentworking relationships to be maintained with other members of staff, elected Members, other Councils, local organisations, groups and community members.

January 2022



**Person Specification**   
**Meetings Officer**

**Essential**

* Literate and numerate
* Organised
* Attention to Detail.
* Basic Computer Literacy
* Minutes Experience

**Desirable**

* An interest in the working of Local Government.
* Understanding of the requirements for creating agendas and producing council minutes.
* Commitment to making a positive impact to the town
* Experience of working within local Government and working alongside Councillors.
* Previous experience in dealing with booking enquiries.

**Skills**

* Computer literacy including skills in Microsoft Word and Excel, as well as booking software experience.
* Effective communication, both verbally and in writing.
* Planning, prioritising, scheduling workloads and delivering to pre-determined timescales.
* A methodical, accurate approach.
* Flexible approach to work.
* Ability to work under own initiative without supervision, as part of a team and as an individual.
* Enthusiastic, flexible and willing to participate and to be involved in all matters relating to the Council’s work
* Ability to adapt to change
* Self-confident
* Self-motivated
* A smart appearance and a positive, calm, patient, pleasant, tactful and discreet nature
* Ability to understand and implement procedures and orders.