



# HOUGHTON REGIS TOWN COUNCIL

## Job Description – Support Officer (Civic & Events)

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<b>Job Title:</b>	<b>Support Officer (Civic &amp; Events)</b>
<b>Spinal Point Range:</b>	<b>SCP 14-17 £28,264 – £30,060 pro-rata</b>
<b>Hours of Work:</b>	<b>25 hrs per week</b>
<b>Location:</b>	<b>Council Offices, Peel Street, Houghton Regis</b>
<b>Job Summary:</b>	<b>To assist with the delivery of council events and civic functions.</b>
<b>Responsible to:</b>	<b>Civic &amp; Events Manager</b>
<b>Responsible for:</b>	<b>None</b>
<b>Committee Responsibility</b>	<b>None</b>

### **Key Areas of Responsibility**

- To provide support to deliver community and civic events
- To contribute to strategic project development as relevant to the position
- To assist with the implementation of the Council's strategic development plan

### **Specific Duties & Responsibilities**

#### **Legal & Statutory Compliance**

- To comply with the legal, statutory and other provisions governing or affecting the civic and events services of the Council

#### **Policy Development & Compliance**

- To contribute to the preparation of the strategic development plan

#### **Corporate Management**

- To ensure that the aspirations of the council are achieved as relevant to the position

#### **Democratic Services**

- To contribute to the preparation of agenda reports and implementation of actions arising for Committees and Sub Committees
- To contribute to the implementation of projects
- To provide administrative assistance to the office staff as required

#### **Health & Safety Management, Administration & Compliance**

- To ensure that the Council's obligations for health and safety are properly met as relevant to the role



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- To personally follow the requirements of the Health & Safety at Work Policy of the Town Council

### Staff management

- To provide cover for relevant staff as required

### Communication & Marketing

- To support the production of draft articles, press releases and social media posts ready for publication through the Town Council's newsletter, social media and website

### Administration

- To meet & liaise with councillors, community groups, statutory agencies, outside organisations, contractors and public as applicable to the role
- To provide front line services including opening up and closing reception, receiving visitors, answering the phone, responding to or redirecting queries.

### Community Services

- To help plan, deliver and attend:
  - Community events
  - Mayoral events
- To assist with advising the Mayor and Deputy Mayor on their civic duties
- To assist with the management of the mayoral diaries
- To assist with the management of civic regalia
- To deal with issues relating to the Council's community and civic events

### Other

- To assist with providing staff cover within the scope of the role
- To maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information
- To support any other council events as required
- Some evening and weekend work is required as necessary to the role
- Such other duties within the range and scope of the job as may be required from time to time.

### Employment Provisions

Terms and Conditions	NJC for Local Government Services
Benefits	The post is eligible to join the Superannuation Local Government Scheme



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Annual leave (Pro-rata)	23 days annual leave, plus 3 additional days after 5 years LG service Public Bank Holidays, 2 additional statutory days
Working hours	25 hours per week
Key holder	Yes – Office
Call out	No
First aider	Yes
Car allowance	Casual car user

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder:	
Signature of Postholder:	
Date:	
Signature of Town Clerk:	
Date:	