



Civic & Office Manager - Bognor Regis Town Council

Council: Bognor Regis Town Council

County: West Sussex

Salary: £32,910 to £35,745 (Scale point 29-32)

Hours: 37 per week

Closing Date: 17th January 2022

Bognor Regis is a small seaside town with a population of c.27, 000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

We are a progressive Council who, owing to the successful promotion of an internal candidate, are seeking to appoint an ambitious, creative, highly motivated and enthusiastic person to take on the role of Civic & Office Manager. The post will support the Town Clerk in helping the Council achieve its statutory obligations and community objectives. The suitable candidate should be able to provide a full range of administrative services, to support the Town Council including Civic Services. The successful candidate must have good office-based personal and inter-personal skills and be able to demonstrate the ability to both manage and work as part of a small team.

The ideal candidate will be an excellent communicator, both written and verbal, with a positive 'can do' attitude and be able to work on their own initiative when required. The successful candidate will support the Town Clerk's role as principal advisor to the Council through clerking the Planning and Licensing Committee.

The role is varied and will also involve managing committee and meeting processes with regard to timetables, deadlines and statutory requirements; good organisational skills and the ability to manage and prioritise a variety of tasks and busy workload; attending meetings and preparation of agendas, reports and minutes; supervising the Town Council's Grant Aid process; line management of the Civic & Support Services team; and responsibility for the provision of all office equipment. This list is not exhaustive, please refer to the job description and person specification for more details.

The post is full time (37 hours per week) and will primarily be based at the Town Council offices in the Town Hall, but regular attendance at evenings meetings as well as weekend attendance at the events is a requirement.

We offer an excellent benefits package including competitive salary and local government pension scheme. As an employer we are committed to equality of opportunity for all our residents and staff and there may be future opportunities in line with the Council's policy on succession planning.

Application forms are available on the website: www.bognorregis.gov.uk or email glennafrost@bognorregis.gov.uk or phone 01243 867744. Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.