



**Job title:** Civic & Office Manager  
**Responsible to:** Town Clerk  
**Organisation:** Bognor Regis Town Council  
**Place of work:** Town Hall, Bognor Regis  
**Hours of work:** 37 Hours per week

**The purpose of the job and its primary objectives:**

To work under the supervision of the Town Clerk providing a full range of administrative services to support the Town Council including Civic Services. This document does not constitute a full 'Job Specification' and is therefore not an exhaustive list of duties, but rather indicates the main areas of activity.

**The main duties of the post:**

To support the Town Clerk including the preparation of Council Agendas, attendance at Council meetings and actions arising.

Clerking Planning and Licensing Committee; preparing agendas, reports and minutes, and overseeing of delivery of any actions/outcomes, with assistance from the Committee and Events Supports Officer.

To oversee the organisation and delivery of civic services and receptions including Remembrance Day and to liaise with other outside bodies in this regard.

To supervise the Town Council's Grant Aid process (in liaison with the Clerk/Assistant Clerk).

To review and update Town Council Policies as necessary.

To act as line manager for those Council employees as shall from time to time be designated.

To oversee all staffing records including holiday, sickness and time off in lieu in liaison with the Assistant Clerk.

To attend meetings of such other bodies, organisations or groups as may reasonably be required.

To be responsible for the service, provision, maintenance and update/development of office equipment including telephone, broadband, projector, photocopier and IT services.

#### Other Duties and Responsibilities

- Line management of Civic & Support Services team
- Responsibility for production and distribution of Town Council newsletter
- Monitoring of Town Council's website, to ensure content is updated and correct
- To maintain the "Declarations of Interest" and "Gifts and Hospitality" registers
- To be responsible for document retention and filing procedures
- To liaise with the local Twinning Association and to assist in the organising of twinning events
- Management of corporate Facebook page
- To be responsible for the administration of BRTC emails and postal enquiries and to oversee responses
- To oversee the opening and distribution of incoming post
- To be responsible for general communications for the Town Council
- To be responsible for the assessment and delivery of staff and Member training in liaison with the Assistant Clerk
- To work with the Assistant Clerk in the annual appraisal process

#### **Other functions**

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council's Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.