

## HUNTINGDON TOWN COUNCIL

### JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Democratic Officer</b>
<b>DEPARTMENT:</b>	<b>Town Clerk</b>
<b>GRADE:</b>	<b>SCP 26 - 32</b>
<b>PURPOSE OF JOB:</b>	<b>To provide administrative support to the activities of the Town Clerk's Office.</b>
<b>ORGANISATIONAL RELATIONSHIPS:</b>	<b>The postholder will be responsible to the Town Clerk and have regular contact with Councillors, other staff and members of the Public</b>
<b>PLACE OF WORK:</b>	<b>Town Hall</b>

### DUTIES AND RESPONSIBILITIES

1. To take lead role as Meetings Clerk by managing the production, publication and filing of agendas, minutes and reports for the Town Council's Committees and Sub-Committees meetings – which will require attendance at evening meetings, normally held on Thursdays
2. To undertake the lead role on behalf of the Town Council for General Data Protection Regulations
3. To manage as Media Officer, the Town Council's website, Huntingdon magazine (quarterly publication) and Huntingdon Town Guide
4. To manage and promote the Town Council's Grant Applications and follow up the publication and evidence of use reports.
5. As required, to assist with Town Council events, some of which fall outside normal working days / office hours
6. As directed, production of correspondence, reports, minutes and other related notices related to provision of the Council's services.
7. As required, reception duties and dealing with enquiries by telephone, face to face, or by e-mail, together with opening, monitoring and distribution of all incoming post and Town Council email inbox, and franking and recording of all outgoing post.
8. To assist with the maintenance of an accurate filing system and archiving of any records associated with the Council's services.
9. If required, to assist with the maintenance of a suitable stock of office stationary, reprographics consumables, cleaning products and equipment, refreshments for events etc at Huntingdon Town Hall.
10. Noticeboards – to keep information up to date and produce the monthly events calendar
11. Any other duties subject to prior discussion and agreement with the Town Clerk.