



KIRKHAM TOWN COUNCIL

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The Community
Centre
Mill Street
Kirkham
PR4 2AN
Tel 01772 682755

Job Description

Post Title	Services Administrator
Hours of work	10 Hours
Contract Period	Permanent (after successful probation)
Responsible to	Town Clerk

Job Purpose
A 'can-do' Services Administrator who can manage the Council's assets and projects, monitor the Council's contracts and undertake regular health and safety inspections.
Responsibilities and Duties
<ul style="list-style-type: none">• Manage all ongoing and new council projects including events• Manage and support the Council's allotments including being point of contact for the allotment holders• Manage and assist in the maintenance of all Council owned fields i.e. Football Pitches, and Parks including being point of contact• Provide monthly reports to council on all Council parks, projects, and facilities• Ongoing monitoring of all contracts including Parks, Lighting and Security contracts• To manage all health and safety issues associated with the Council's land ownership including the completion of risk assessments• Weekly inspections of all Council facilities, including parks and buildings• Work with various committees and sub-committees to obtain quotes for projects• Be a designated key holder for all Council facilities• Deal with all correspondence with regards to all land within the Council's ownership• To ensure that all duties carried out on behalf of Kirkham Town Council are carried out on time, within the Council's policy and within the legislation governing the operation of Town Councils.• To prepare, in consultation with members of the Town Council, press releases and social media updates regarding the work of the Town Council

Prepared By: Kirkham Town Council

Date: November 2020

Person Specification

POST TITLE: Kirkham Town Council Services Administrator

COMPETENCIES (All competencies listed are <u>essential</u> to the post)	METHOD OF ASSESSMENT
CUSTOMER FOCUS <ul style="list-style-type: none"> • Treats employees as customers • Puts the customer first and values the customer in everything they do • Is professional, polite and friendly always • Appreciates the customer is the only reason there is a job • Challenges whether the existing ways of doing things meet customer need 	Application form / interview
WORKING TOGETHER <ul style="list-style-type: none"> • Promotes effective working across different service areas • Accepts and provides constructive challenge • Is an effective team player • Demonstrates the ability to learn from others • Focuses on solutions rather than problems • Works with others to deliver great performance 	Application form / interview
EFFECTIVE COMMUNICATION <ul style="list-style-type: none"> • Clearly explains the reasons for decisions made • Open, honest and transparent in all communications • Champions success at every opportunity • Demonstrates the ability to listen and understand • Never 'bad mouths' the organisation • Contributes to feedback and engagement at work 	Application form / interview
PRIDE & INTEGRITY <ul style="list-style-type: none"> • Demonstrates enthusiasm and personal commitment • Takes pride in working for Fylde Council • Enjoys the work they do in their chosen career • Always has respect for others • Appreciates and values the opinion, interests and views of others • Always represents Fylde in a positive manner 	Application form / interview
STRONG LEADERSHIP MANAGEMENT <ul style="list-style-type: none"> • Is always accessible and approachable • Leads by example and always displays a positive attitude • Motivates, encourages and supports others to achieve their best • Has a strong focus on doing what is best for the organisation • Manages change as part of the 'day job' • Makes creative suggestions about how to do things better 	NA

QUALIFICATIONS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Educated to a good standard	E	AF / Certificates

SKILLS / KNOWLEDGE / EXPERIENCE	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Previous project management experience not essential, but preferred	D	All the required Skills / Knowledge / Experience will be assessed through Application Form / Interview
Previous maintenance experience	D	
Experience in customer service facing rolls, and dealing with members of the public	E	
A confident and assertive communicator with a polite and professional manner	E	
Computer literate in all aspects of IT, Inc. emails and office packages	E	
Able to carry out safety checks	D	
Ideally, first aid and fire safety trained	D	