



JOB DESCRIPTION

- Job Title:** Assistant Clerk (Planning)
- Location:** Barnham Community Hall, Barnham
- Hours:** Initially 12 hours per week (days and times to be determined) but will include some evening meetings
- Salary:** Local Government Grade LC2 (Points 18-23) (£12.98 ph rising to £14.42 ph)
- Role:** To undertake the role of Clerk to the Planning & Environment Committee of the Council; and to be the public face of the Council at the Parish Office in Barnham

Responsible to: Clerk of the Council

Main Duties and Responsibilities:

- Receiving callers and enquires at the Parish Council officer and dealing with these where possible.
- Dealing with routine daily correspondence, including responding to and/or writing letters for the Clerk or Chair to sign as directed by the Clerk.
- Responding to all telephone enquiries received at the Office.
- Ensuring that the Parish Noticeboards are regularly updated and kept in a clean, tidy condition.
- To administer and ensure that records/files maintained by the Council are kept up to date as directed by the Clerk.
- To administer and undertake the Clerk role to the Planning & Environment Committee. This will include the following detailed tasks:
 - Receive and circulate Planning applications to the Committee Members when received from Arun District Council
 - Prepare and publish the agenda for the Committee Meetings in consultation with the Chair and Vice-Chair
 - Attend and minute the Planning & Environment Committee (a meeting takes place every 6-8 weeks in the evening)
 - Draft and send responses to all applications to ADC on behalf of the Committee
- Other duties which the Clerk may direct you to undertake on her behalf.
- To deputise for the Clerk and Assistant Clerk (Community) in their absence for annual leave or any other absence.



PERSONAL SPECIFICATION

The key requirements of the successful candidate are as follows	Essential/Desirable
Education, qualifications and achievements	
Good general standard of education including English and Maths at GCSE or equivalent	Essential
Experience	
Experience in an administrative role Experience of Committee processes/procedures Experience of providing customer service Experience of partnership working (in statutory/voluntary/private sector)	Essential Desirable Desirable Desirable
Knowledge	
Knowledge of the local area and its issues Knowledge of the local Planning process	Desirable Desirable
Skills	
Excellent IT skills including Word, Excel, Powerpoint Proven Agenda preparation and minute taking skills Knowledge of Microsoft Teams Knowledge of updating websites	Essential Essential Desirable Desirable
Personal qualities and attributes	
Proven organisation and interpersonal skills Good team player Ability to work to meet deadlines under pressure Willing to be flexible in working hours if necessary	Essential Essential Essential Essential