



Job Description

Administration & Governance Manager

<p><u>Main Function of Position</u></p> <p>- To lead the administration and governance of the council and its office function</p>	
GRADE	LC2 SCP 24- 28 (£28,672 - £32,234) Full Time (37 hours)
Responsible To:	Town Clerk
Responsible For:	Volunteers and casual staff as required
<p><u>Overall Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To act as press officer for the Mayoralty and to set up PR opportunities involving the Mayor, when possible 2. As required, to support and line manage the administrative function of the Town Council. 3. Clerk and administer the Planning Committee, it's consultation and responses 4. To administer the Mayor's Charity Account on behalf of the Mayor. 5. To co-ordinate and advise on the IT facilities and requirements of the Town Council including training and maintaining a training register. 6. To act as the lead officer for Data Protection, advising the council through the Town Clerk on appropriate actions, systems and policies to maintain compliance 7. To act as the lead on Council Transparency, maintaining records and details, to include for ensuring online provision of information 8. To oversee the council's online accessibility, ensuring that the digital presence of the council meets accessibility requirements, whilst seeking to identify opportunities to surpass requirements and deliver excellence where possible. 9. To have a policy overview, seeking to ensure council policies are reviewed regularly, maintain relevance and, where possible, simplified to ensure they deliver efficiency and accessibility. 	



Specific Responsibilities:

1. Identifying and maintaining key contacts within the Council and with other bodies such as military groups, government departments, other public sector organisations, voluntary and community organisations
2. To process all invitations in accordance with the Mayor's/Deputy Mayor's wishes associated with the listed civic events including the Civic Awards.
3. To ensure details of organisations and events to which the Mayor is invited are obtained
4. Advise on proposals for fundraising events in discussion with the Mayor and representatives of his or her chosen charity for delivery by the Mayor's chosen charity/ies
5. Preparing the agenda for the Planning Committee in a timely manner to meet with the requirements of the committee in consultation with the chair of the committee.
6. Circulating the agenda and meeting pack for the Planning Committee as required.
7. Displaying statutory Notices as required
8. Preparing, circulating and gaining approval of Planning Committee minutes
9. Updating the Town Council website with Planning Applications and committee meeting information
13. Responding to the Planning authority with committee and member responses as required
14. To identify the needs of the council with regard to IT facility and capacity and to advise and inform provision of IT services and facilities
15. To maintain suitable records of IT systems and security
16. To maintain clear and up to date records of the Mayor's Charity Account such that it can be balanced, reconciled and managed openly and transparently.
17. To advise the council on Data Protection compliance and to draft all supporting policies and process for approval
18. To deliver Macclesfield Town Council's responsibility under the Transparency Code and to have web management oversight
19. To deliver ongoing review and improvement of the council's policies and constitutional documents.
20. To support the administrative function of the Town Council
21. To prepare and maintain a Personal Development Plan and to attend training courses or seminars on the work and the role as required.
22. To work in any premises in the ownership or interest of the Town Council in Macclesfield.
23. To support the administration of financial record keeping and reporting.
24. Any other duties as and when required by the council that are reasonably within the capabilities of the person and are aimed at achieving the council's objectives and goals.