



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

Chairman: Cllr Pat Holden  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson



5<sup>th</sup> January 2012

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 10<sup>th</sup> January 2012** at the Council Offices, 67 Elm Road, Leigh-on-Sea commencing at 2.30pm, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 8<sup>th</sup> December 2011
4. STAFF HOLIDAYS
5. MOVEMENTS CALENDAR
6. ALLOCATION OF STAFF TIME
7. ROBUST SYSTEM FOR ENSURING MATTERS ARE DEALT WITH SWIFTLY AND FOLLOWED UP
8. INTRODUCTION OF A DAY BOOK
9. UPDATE ON WORK EXPERIENCE PERSON
10. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960  
  
That in view of the confidential nature of the business to be transacted in item 11 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)
11. RESIGNATION OF MEMBER OF STAFF & RELATED ISSUES
12. JOB DESCRIPTION (Appendix 1)
13. ADVERTISING COVERAGE & JOB ADVERT (Appendix 2)

Paul Beckerson  
Town Clerk  
5<sup>th</sup> January 2012

Please Note: Any member who is unable to attend the meeting should send their apologies to the Clerk before the meeting.



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Administrative Assistant with responsibility for Planning and Events

## Outline job description

1. To organise events run by the Council:  
Fishing Festival  
Easter Event  
May Day Event  
Carols on Strand Wharf  
Leigh Lights Switch-on  
Allotments Open Day  
Please note that these take place at weekends.

Annual Town Meeting (Takes place on a Friday night)

This is done in conjunction with a Working Party of Councillors, where jobs are allocated and the event needs to be run within an agreed budget.

The job will involve: booking stalls, marquees, sound systems, entertainers etc., arranging the invitations to guests, raising temporary event notices and event application forms, agreeing road and/or car park closures, ensuring that equipment held by the Council is available, getting help from Councillors and others on the day of the event etc.

This will require someone who is well organised, able to report to Councillors on progress, is assertive without bullying and can deal with others who are equally assertive. There will be meetings with groups of Councillors and others, some of which might be in the evening, and attending events, about 5 to 7 days per year.

2. Planning Administration  
The Council are consulted by Southend Borough Council on all applications within the Leigh Town Council area. The job involves preparing agendas, downloading plans, preparing all the paperwork in preparation for the meetings, updating the planning register and notifying Southend BC of the decisions.
3. Committee Tasks and Actions  
You will as appropriate follow up committee actions until completion. This will involve contacting the relevant people, chasing when needed and reporting on completion.
4. Dealing with telephone calls and visitors

We receive about 3,500 telephone calls a year and have in the region of 6,500 visitors. Some of these are very easy to deal with and only take a minute or so, but others are much more complicated and need some work done to answer the question or give advice. We have an open door policy, so anyone can come in at any time to see whoever is around.

The job holder will need to be able to respond positively and diplomatically to enquiries or complaints, give advice where possible or point the enquirer in the right direction.

5. Looking after the premises

To check the standard of cleaning and contact the cleaners in the event of problems, to check on the presentation of leaflets etc., ensure that they are still valid and replenish leaflets where necessary, ensure that general debris is moved out of the office when not required and put into storage rooms, but know where to find them when required.

General information

The job is very much focused on helping the community through elected councillors.

A good all-rounder is needed to join in with a small but enthusiastic team.

The starting salary is SP13 £15,444 rising in incremental points to SP17 £16,830.

There will be a three month probationary period.

Required for **LEIGH-ON-SEA TOWN COUNCIL**

## **A FULL TIME ADMINISTRATIVE ASSISTANT**

Duties will include: - organising events, day to day planning administration and task management. The successful candidate will also have to deal with other general administrative duties, general visitors and telephone calls.

The job will include some evening and weekend work.

Starting salary £15,444 p.a., with guaranteed increments for 5 years, subject to satisfactory performance.

The person appointed will be bright and keen, well organised with common sense and good IT skills. He/she will also be versatile and flexible.

Application forms (CVs can be submitted with the application) are available by contacting:

Town Clerk, Leigh-on-Sea Town Council, 67 Elm Road,  
Leigh-on-Sea SS9 1SP or by e-mail to

[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk)

For further information, ring 01702-716288

Closing date for applications: Wednesday XXXX 2012

Leigh-on-Sea Town Council is an equal opportunities employer

