

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Governance Service
SECTION: Governance and Civic Support

LOCATION: Number 1 Riverside

JOB TITLE: Casul Civics Officer

POST NUMBER: LGWG00000013

Grade: Grade 4

Accountable to: Mayoral Officer

Hours of Duty: Casual

Any Special Conditions:

The Authority operates a Smoke Free Policy for all its of Service, employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

Regular evening and weekend working

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

To be responsible for the provision of comprehensive support to the Mayor, Mayoress/Consort and Deputies, including advice and guidance on relevant protocols, procedures and etiquette.

To be responsible for the care and security of the Civic Insignia and Mayoral Vehicle

Control of Resources

Personnel

None

Financial

Effective and accurate use of petty cash and purchase cards within the service. Management of any donations

Equipment/Materials

To be responsible for stock control and purchasing of goods relating to the mayoral office;

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others in accordance with Council Policies and procedures.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Mayor, Mayoress/Consort, Deputies, Members of the Council, Senior Management and staff within the Service and other Council Services.

External

Staff of other Local Authorities, Government Departments, Public and Voluntary Service Agencies, members of the Public.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

To provide an effective and efficient service to the Mayor, Deputy Mayor (and their Mayoress / Consort) in order to assist them perform their civic duties. To undertake all other duties relating to the smooth running of the civic service function including driving the Mayor and Mayoress/Consort and Deputies on Civic Engagements.

1. To lead on induction activities for the incoming Mayor and the provision of guidance on protocol throughout the mayoral year;

2. To participate in the planning and co-ordination of events and engagements involving the Mayor or Deputy Mayor, including the collation of all necessary information
3. To be the primary contact for all Mayoral enquiries with responsibility for dealing with all communications and correspondence relating to the Mayoralty including invitations to events and other requests; production of correspondence for the Mayor to a variety of recipients, including the Mayors weekly diary
4. To provide information for the Mayor in respect of engagements, including the preparation of background notes for speeches as required.
5. With support from the Governance Support Team, to be responsible for the maintenance of the Mayoral web-pages and other out-going communications relating to civic events
6. To be responsible for the security of the Mayoral chains of office, mace and robes of office, particularly when on civic engagements away from central Council premises or returning from engagements;
7. To arrange the maintenance and care of the Mayoral regalia
8. To be responsible for the timely processing of financial and other transactions relating to the Mayoral office including road tax and insurance relating to the Mayoral vehicle.
9. To maintain the Mayoral vehicle to a high standard, including valeting and cleaning; daily monitoring checks and liaising with authorised garages in relation to repairs, servicing or maintenance
10. To be responsible for receiving civic and other guests, escorting them to meetings with the Mayor and arranging hospitality as required
11. To maintain a working knowledge of protocol relating to the functions and ceremonies attended throughout the civic year, providing advice to the Mayor, officers and guests on protocol
12. Organising, planning and attendance at major civic events, such as, annual council, civic reception, civic service, Remembrance day, Christmas carol concert. Also high profile one-off events such as Royal visits, military visits and armed forces events, freedom of the borough events.
13. With support from the Governance Support Team, the design and production of service sheets (for example annual Civic Service, Remembrance Day, Mayor's Carol Service and any other events as required) event programmes (for various charity events held throughout the year) invitations, tickets, posters for civic & charity events. Production of cards (100th birthday, diamond wedding anniversaries) and any other such celebratory material. Production of certificates of attendance and achievement
14. With support from the Governance Support Team sending out of invitations for annual civic reception. Preparing guest lists and seating plans for civic reception (s) ensuring compatibility of guests where political awareness, tact, sensitivity and diplomacy are vital. Design and creation of place cards, table plans, window displays, table centres.
15. To liaise with the Mayor's Charity Committee in relation to the efficient operation of the Mayors charity fund.
16. Reconciliation and banking of monies received for mayoral events.
17. Responsible for the upkeep of the accounts (cash book, paying-in book, electronic spreadsheet).
18. Producing reports on a monthly basis on the account with reconciliation against the bank statements. Reporting to the Governance and Civics Manager.

Secondary Duties

1. To attend working groups, inter-service meetings and other events associated with the work of the post
2. To actively participate in the development of the civic and governance support team to ensure colleagues have a working knowledge across each of the administrative and support disciplines.
3. To responsible for personal development in relation to the role and functions of the post
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of Service (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
5. To work in conjunction with colleagues in ensuring effective development of administrative support systems across the service.

Job Description prepared by
Postholder
Supervisor

Date
Date
Date

Head of Service

Date