

Job Description

Department:	GOVERNANCE
Division/Section:	LEGAL AND GOVERNANCE
Job Title:	MAYORAL SERVICES ASSISTANT
Post No:	
Grade:	
Reports to:	SENIOR MEMBER AND MAYORAL SERVICES OFFICER
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD GM["Governance Manager (Democratic)"] --> SMO["Senior Member and Mayoral Services Officer"] SMO --> MSO["Member Services Officer"] SMO --> MSO2["Mayoral Services Officer"] SMO --> MSA["Mayoral Services Assistant"] </pre>
CRB Check applicable?	Standard <input checked="" type="checkbox"/> Enhanced <input type="checkbox"/> None
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	Nil
Job Purpose:	To provide chauffeuring, attendant, ceremonial and administrative support to meet the needs of the Mayor and Deputy Mayor in office .

Main Duties and Responsibilities:

1. To drive the Mayor or Deputy Mayor when required to and from civic engagements and to remain in attendance at said engagements, as directed, including to plan journeys and timings accordingly and to ensure the security of the Mayoralty at all times.
2. To comply with all instructions when driving the Mayor or Deputy Mayor including timing, parking and pick-up arrangements, as set out in the diary documentation provided by the Mayor's Office.
3. To ensure that the Mayoral vehicle is roadworthy and clean at all times, including the carrying out of daily routine maintenance and arranging servicing and repairs, when necessary.
4. To act as Mace-Bearer for the Mayoralty.
5. To attend civic and ceremonial events as the Mayoral Attendant with appropriate regalia, when required to do so by the Senior Member and Mayoral Services Officer.
6. To assist in arranging civic and ceremonial events (to include processing invitations/up-dating mailing lists etc).
7. To ensure that the Civic Regalia, robes and memorabilia are properly maintained, stored securely and transported safely whilst travelling to, from and whilst at Mayoral engagements.
8. To carry out general administrative duties as directed (to include processing mayoral invitations, diary arrangements, handling correspondence and otherwise assisting the Member and Mayoral Services Officers as required.)
9. To brief colleagues or relief drivers as necessary to ensure that the Mayoralty remains appropriately supported during periods of absence.
10. To welcome official visitors to the Town Hall, arrange talks and give talks to guests about the Town Hall and the Council's Civic and Mayoral functions.
11. Participate in Elections and Referenda and electoral registration working as required
12. To undertake such other duties as may be allocated by the Senior Member and Mayoral Services Officer (or their managers) to support the work of the team.

Note: This is designated as a politically restricted post in accordance with the Local Government and Housing Act 1989

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

	In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.
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DATE:	18.09.14	COMPLETED BY:	Philip McCourt
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