



WOKINGHAM TOWN COUNCIL

Job Description

Job Title	Amenities Officer
Reports to	Town Clerk
Responsible for	N/A
Key Contacts	Internal: <ul style="list-style-type: none">• Councillors• Staff, in particular the Buildings & Grounds Officer and Allotment Officer External: <ul style="list-style-type: none">• Borough Council officers• Suppliers and service providers• Residents and members of the public
Job Purpose	To support the Amenities Committee and any related sub-committees and working parties by: <ul style="list-style-type: none">• Providing appropriate advice and officer reports to best inform and support the Committee in their decision making• Preparing agendas, clerking meetings and writing minutes• Undertaking and managing the output from Committee decisions

Principal Accountabilities

1. Amenities:

- a) To provide comprehensive and effective support to the Amenities Committee. To include regular standing committee meetings and, where necessary, sub-committees, working parties and extraordinary meetings.



- b) Prepare agendas, reports and any relevant information to support members in their decision making within statutory and local deadlines.
- c) To maintain accurate minutes for all meetings and, where appropriate, any other records, correspondence and IT systems to support the effective operation of the Committee and Council business.
- d) In conjunction with the Buildings & Grounds Officer to manage the output from committee meetings, to include the preparation and management of tendering processes.
- e) Financial responsibilities - to manage the Amenities budget.
- f) To act as the contract manager in relation to the Amenities Committee activity; to include:
 - Christmas Lights
 - CCTV
 - Hanging Baskets
 - Market Place Cleaning.
- g) To organise and manage any events in relation to the Amenities Committee activity; to include:
 - Borough-wide litter-pick.
- h) To effectively liaise with Councillors, residents and other stakeholders, resolving any matters arising. To ensure that information relating to the democratic process and decisions taken at Council meetings are effectively and accurately communicated.
- i) To ensure the profile of the Amenities Committee is maintained. To include, in conjunction with the Council's Marketing Officer, the development of publicity across all media. To maintain the content of relevant pages on the Council's website.
- j) To play a full part in ensuring general office coverage and the support of Council events as agreed with the Town Clerk.
- k) To manage on behalf of the Council the legal collation and archiving of all Council minutes.

3. General:

- a) The post holder will be expected to discharge his/her duties in accordance with Council policy with particular reference to Standing Orders and Financial Regulations.
- b) To liaise with all other officers with the emphasis on teamwork and providing assistance to other members of the team.
- c) To undertake any other duties as directed by the Town Clerk.
- d) To undertake appropriate professional development.
- e) This Job Description is not inflexible or exhaustive and may therefore be altered from time to time, in consultation with the post holder, to reflect the changing needs of the Council.

Hours of Work:

Full Time 37 hours per week to include some evening work to clerk Amenities meetings.



Person Specification

Job Title	Amenities Officer	
Key Criteria	Essential	Desirable
Qualifications & Training		
Competencies (knowledge, skills, experience)	<ul style="list-style-type: none"> • Competent user of IT systems- Microsoft Word and Excel • Ability to maintain accurate records with good attention to detail • Ability to take clear and accurate notes of meetings • Ability to work unsupervised • Ability to work to deadlines and monitor progress • Project management • Good standard of oral and written English 	<ul style="list-style-type: none"> • Understanding of the local government sector. • Experience of working with volunteers • Experience of working with social media
Work related personal requirements	<ul style="list-style-type: none"> • Calm and effective personal communication both written and verbal • Empathetic • Excellent customer service skills • Well organised • Self-motivated • Innovative • Solution focused • Willingness to embrace change • Flexible particularly in relation to need to attend evening meetings • Team player 	<ul style="list-style-type: none"> • Interest in horticulture • General Technical knowledge
Other work requirements	<ul style="list-style-type: none"> • As part of the wider team able & willing to work occasional 	<ul style="list-style-type: none"> • Full driving licence (access to Council van



	<p>additional hours as required to support WTC activities</p> <ul style="list-style-type: none">• Able to travel where necessary	<p>as appropriate)</p>
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