

# LLANELLI RURAL COUNCIL

## JOB DESCRIPTION

<b>POST TITLE:</b>	ADMINISTRATIVE ASSISTANT
<b>GRADE:</b>	SCALE 4 SCP 7-11 £26,403-£28,142
<b>RESPONSIBLE TO:</b>	FINANCE AND ADMINISTRATIVE OFFICER
<b>SUPERVISORY RESPONSIBILITY:</b>	NOT APPLICABLE

### JOB PURPOSE:

1. To provide an effective administrative and clerical service to the Administration Department and the Civic Party.

### MAIN RESPONSIBILITIES:

1. To contribute to the effective management of the council as a whole and to work as part of a team.
2. To contribute towards the development of a culture within the council which is customer focused, committed to securing best value and to providing high standards of service and the promotion of Health and Safety.
3. To act in accordance with the council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.
4. To fulfill all personal obligations and requirements with regard to the council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion of the council's values.
5. To adopt a co-ordinated and co-operative approach to working.
6. To provide administrative support to the Administrative Department under the direction of the Finance and Administrative Officer.

### HOURS OF DUTY:

15 hours per week

8.45 a.m. to 5.00 p.m. Monday to Tuesday

You may also be required to work additional hours and unsociable hours as and when necessary for which will be paid as single time up to 37 hours per week.

### PLACE OF WORK:

Normally at Vauxhall Buildings but you may be required to work at other sites as the need arises.

SPECIFIC DUTIES  
(NOT IN ORDER OF PRIORITY)

1. To undertake the full range of administration and support for the council's services such as word processing, filing, photocopying, incoming and outgoing mail, as well as acting as telephonist/receptionist, compiling Council's yearbook.
2. The administration of the website, to include liaising with Netbop, monitoring and updating the content by cleansing old information, i.e., removing old agendas, and adding information, i.e., agendas, minutes, press releases, compiling news items and any other information as deemed necessary.
3. To maintain and update social media channels in conjunction with the Community Development Officer.
4. To provide administrative support to the Community Development Officer, including assisting with community events and projects.
5. To maintain file notes in a central database (Intranet/Teams) of the Document Management System.
6. To provide administrative support for the Dwyfor Growing Space project.
7. To support the administration and delivery of the time credits programme.
8. To provide administrative support for the litter picking hub.
9. Familiarity with the financial software and processing weekly allowances for learners.
10. Deputise for the role of Chairman's Secretary when required:
  - Liaise with the Chairman and Vice-Chairman (Civic Party),
  - respond to all invitations received,
  - organise and attend civic events,
  - co-ordinate transport arrangements with the Driver for the Civic party,
  - budget control of the Chairman's account.
  - This may include attendance at civic events outside normal working hours.
11. To consult with members to facilitate the award of grants to community groups from the ward allocation budgets and provide information to the accounts team.
12. To raise purchase orders on behalf of the DLO as and when required.
13. Ensure that all stationery supplies are maintained, issuing orders for materials, supplies and craft requirements to the prescribed limits and collection from local suppliers when required.
14. Logging requests/complaints and refer them to the appropriate officer as appropriate.
15. Weekly maintenance of the fire alarm and emergency lighting systems in accordance with Fire Regulations.
16. To use the door fob software and control the allocation of door fobs to staff, members and visitors.

17. To assist with enquiries, bookings and access to community facilities as required.
18. To undertake general administration of the Swiss Valley Reservoir Clubmate platform as required.
19. Assist with community halls by liaising with representatives and promoting hall availability through social media and other online databases.
20. Assist with the creation of newsletters, press releases and other communication materials.
21. Maintain digital filing systems for community development and capital projects, ensuring file notes are recorded within the central document management system (Intranet/Teams)
22. To attend training courses associated with the wide range of duties.
23. To undertake such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of the foregoing specific responsibilities and duties.

**NOTE:** This job description reflects the position at the present time only and may be subject to change in the future.

2 February, 2026.