**JOB DESCRIPTION**

**Role:** The Mayor’s P.A

**Responsible To:** town clErk

**Summary of Post:** The post holder will be required to uphold and support the dignity of both the Town and Town Mayor whilst on duty.

## **Specific Duties:**

1. To uphold a professional reputation at all times to protect the dignity and image of Broadstairs and St. Peter’s Town Council
2. To demonstrate a positive attitude and be able to interact positively with dignitaries, visitors, staff and councillors across a variety of roles and tasks.
3. To deal with the Mayor’s correspondence and arrange his engagement calendar
4. To accompany the Mayor and/or his deputy on civic engagements and functions.
5. To support and attend various annual Civic functions and Mayoral events. With assistance to preparations, set-up and clear-up etc. on the day.
6. In additional to attending these events the Mayor’s P.A will, when required, provide announcements at Civic events and share duties with the Town Crier.
7. To wear the necessary uniform at ceremonial functions.
8. To chauffeur the Mayor at all functions where the Mayor and associated parties require the services of an attendant/driver.
9. To undertake routine vehicle maintenance, including checks on oil, water, tyres, lights and windscreen fluid and ensure the vehicle is taxed, insured and properly maintained.
10. To be responsible for the safety of all the Mayoral Insignia and robes and to assist the Mayor in all aspects of civic function dressing on all civic and ceremonial occasions as required.
11. Any other duties appropriate to the post, agreed mutually between the post holder and the Town Clerk.

**General Duties and Responsibilities:**

1. To undertake training based on individual and service needs.
2. To promote a positive, inclusive ethos that challenges discrimination & promotes equality & diversity.
3. To comply with Town Council’s policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour.
5. To meet minimum relevant occupational standards.
6. To keep up to date with the skills required to fulfil the role.
7. To undertake any other duties requested by the Town Clerk.