



ADDENDUM TO GENERIC: Job specific duties and requirements

Job Title: Administrative and Technical Support - Public Realm Grade 3

Job overview This role will work within the Public Realm Operational Delivery Team.

Reports to: Public Realm Officer – Professional Lead or Parking Services Manager

Responsible for: (if applicable) N/A

Job requirements

Provide administrative support for the Public Realm at Babergh and Mid Suffolk District Councils to ensure that high quality services are provided to the community.

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| 1. | Raise purchase orders and check and process various invoices/bills for payment and process onto the financial information systems for either Council. Provide administrative support to all Public Realm Officers as necessary. |
| 2. | Process and co-ordinate bookings for the hire of council land for passive/active recreational use or specific events. Raise invoices for hire, monitor outstanding debtors, chase up overdue debts and pay in received income. |
| 3. | Co-ordinate and update routine schedules and documents for all Public Realm schemes and initiatives (e.g. Assisted Garden Maintenance Scheme) when required. |
| 4. | Assist Public Realm Officers with surveys and consultation exercises when required to progress schemes. |
| 5. | Assist with the administration and co-ordination of community volunteering schemes e.g. litter picks and spring clean initiatives. |
| 6. | Assist with any other public realm administration e.g. tree for life applications |
| 7. | Carry out a range of tasks in relation to the car parking service including; reporting machine faults and rectification, parking permits and agreements, finance and cash reconciliations |

Person Specification

Provide any details of specific knowledge and skills, personal attributes or experience, which are required for the job. For example, this might knowledge of particular procedures or legislation.

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| Knowledge and skills | <p>Must have a good working knowledge of general administrative tasks.</p> <p>Must have basic knowledge of budgetary control and working with spreadsheets and an understanding of contract administration.</p> |
| Personal attributes | <p>Excellent communication skills</p> <p>Able to use initiative</p> <p>Good team working</p> |
| Experience | <p>Some administrative experience preferably within a local authority and with knowledge of Public Realm services.</p> |
| DBS disclosure required? | <p>No</p> |