

---

# Recruitment information

## Job description and person specification

---

<b>Your title</b>	Mayor's Secretary
<b>DBS check</b>	N/A
<b>Post number</b>	CE 006
<b>Your team</b>	Democratic Services
<b>You would be based</b>	Civic Centre, High Street, Esher, Surrey
<b>Your line manager</b>	Head of Democratic Services

---

## About the role

---

You will be a proactive, highly organised person to fulfil the interesting and varied role of Mayor's Secretary. Duties will include devising the full high profile Mayoralty programme of civic functions, charity fundraising events and engagements throughout the year, managing the diary / budget, as well as advising the Mayor / Deputy Mayor and others on protocols and formalities. The Mayor's Chauffeur & Mace Bearer reports to this post holder.

You will need to demonstrate a strong track record of excellent organisational, interpersonal and administrative skills. You should be creative, politically sensitive and have the confidence to work on your own initiative.

You will be naturally engaging with highly developed relationship management and communication skills to work effectively and confidently with others at all levels.

You will need to be computer literate and adept with Microsoft Office packages and complex diary management.

The hours are preferably spread across the working week Monday to Friday, although there is scope for some flexibility and the ability to work occasional evenings and weekends as the role dictates. A flexible and positive attitude to work is essential in this busy, well regarded working environment.

---

## The main purpose of the role:

---

To ensure effective, professional support to the Mayoralty and to undertake such other related duties concerned with the Mayor's role and high community profile in the civic life of the Borough of Elmbridge.

To ensure that the Mayoralty is run in accordance with statutory requirements, the Mayor's Protocols, the Members' Code of Conduct and the Council's Constitution and Corporate Plan.

To promote positive community leadership and the reputation of the Mayoral link between the Council, residents, organisations (voluntary and otherwise) both within the Borough and beyond.

To manage the day-to-day work of the Mayor's Chauffeur & Macebearer.

---

## Specific duties and responsibilities

---

### Mayoral Engagements / Diary

1. To be responsible for managing the Mayor and Deputy Mayors' diary ensuring there is no clash of meetings and that engagements are carefully timetabled, coordinated and invitations replied to.
2. To plan and organise a relevant and appropriate annual Mayor's Programme of events and engagements, including functions for the Mayoralty, liaising with Councillors, other Council staff, other Councils and external organisations, including venue, provision of refreshments, agendas and other documentation as necessary.
3. To advise the Mayor and Deputy Mayor on the suitability of engagements and protocols.
4. To arrange / prepare briefings / background information and speeches to be available for the Mayor / Deputy Mayor in advance of meetings and civic engagements, liaising with other staff and outside organisations as appropriate.
5. To ensure that the press, Councillors and other interested parties are advised of the Mayor's engagements, as appropriate.
6. To ensure the Mayor / Deputy Mayor is advised on the protocols and formalities attached to the Mayoralty and to ensure that other staff and outside organisations are aware of the correct protocol. To liaise with other Councils and formal bodies to ensure protocol is established on out of Borough engagements.
7. To hold regular meetings with the Mayoralty to discuss engagements.
8. To be in attendance at meetings or events in or outside of the Borough as required.
9. To bring to the attention of the Head of Democratic Services any complaints from the public, Councillors, MPs or any matter that may bring the Mayoralty into disrepute.

## **Civic Functions / Council Meetings**

10. To effectively plan and organise Mayoral and other high profile civic functions. These include the civic event associated with the Annual Council Meeting, the annual Civic Service, Civic Reception and representation at Remembrance Day services.
11. To ensure that the Mayor / Deputy Mayor are fully briefed for meetings of the Council in liaison with the Head of Democratic Services.

## **Mayoral Office**

12. To manage the Mayoral Office so that it operates efficiently and provides a high-quality service.
13. To manage the Mayor's Parlour ensuring that it is tidy and properly stocked, and for the repair, maintenance and insurance of civic regalia and other valuables.
14. To supervise the Mayor's Chauffeur & Macebearer including adherence to relevant protocols, management of day to day work, including appropriate requirements in respect of ensuring a roadworthy Mayoral vehicle.

## **Mayor's Charity**

15. To plan and co-ordinate effective delivery of fundraising events in support of the Mayor's chosen Charity, including the annual Mayor's Charity Ball. With a high level of customer experience, be adept at networking and arranging logistics, whilst liaising closely with the chosen charity to maximise profile raising and fundraising opportunities.
16. To provide administrative support in connection with the Mayor of Elmbridge Trust Fund, liaising with the Mayor and relevant Officers as appropriate.

## **Mayor's Budget**

17. To be responsible for managing the Mayoral budget, including effective financial planning and management of Mayoral and charity events.

## **General Administration**

18. To be the public facing contact for all Mayoral enquiries and business in a courteous and efficient manner.

19. To effectively and appropriately undertake correspondence and other communications on behalf of the Mayor, maintaining sensitivity and confidentiality.
20. To ensure the provision of administrative support, maintaining bring forward systems and maintaining accurate, up to date files.
21. To ensure efficient administrative systems are developed and maintained maximising the use of ICT.
22. Undertake research to prepare briefings and reports as required.
23. To work flexibly which may include working outside normal business hours and occasional weekends to meet the needs of the role.
24. Undertake one-off projects and activities on behalf of the Head of Democratic Services, including work associated with Elections, as requested, commensurate with the grade.

### **Performance Management**

25. Day to day management of the workload ensuring all commitments are effectively undertaken.
26. Ensure high standards of work and performance are maintained to uphold the integrity and profile appropriate to the Mayor of the Borough of Elmbridge.

---

## **What's missing?**

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

---

## **Your conduct**

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

---

## **Equal opportunities**

---

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

---

## **Health and safety**

---

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

---

## **Personal and sensitive data**

---

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

---

## **Talent development**

---

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

---

## **Confidentiality**

---

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

---

## Person specification

---

**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Mayor's Secretary**  
**Team: Democratic Services**  
**Salary: S01-S02 (SCP 29-34)**  
**£33,824-£38,751**  
**(pro rata)**

**Post no: CE 006**  
**Hours: 28 hours per week**  
**Car allowance: C4 - Casual**  
**User**

### **Qualifications and education**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application (A) Test (T) Interview (I)</b>
1.	A good standard of general education.	E	A
2.	Computer literacy, preferably using MS Office (Word / Excel / Powerpoint / Teams)	E	A, I, T

### **Experience**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application (A) Test (T) Interview (I)</b>
3.	Experience of supporting the Mayoralty or working in Local Government providing support to elected Members.	D	A
4.	Experience of organising events and complex diary management.	E	A, I
5.	Experience of fundraising.	D	A, I

### **Knowledge, skills and abilities**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application (A) Test (T) Interview (I)</b>
6.	Excellent written and oral skills, including the ability to write correspondence and short speeches.	E	A, I
7.	Knowledge of mayoral work, protocols relating to the Mayoralty and other civic functions.	D	A, I



No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
8.	Demonstrable skills in administration, together with the ability to effectively manage a complex diary and to plan / organise events.	E	A, I
9.	Experience in event planning, being adept at networking and effective delivery of events with high standards of customer experience, arranging venues and logistics.	E	A, I
10.	Naturally engaging with highly developed relationship management and communication skills to work effectively and confidently with Members of the Council, Officers, external partners and the public.	E	A, I
11.	To be self-motivated and confident to work on your own initiative in an organised manner, with an ability to prioritise workload and meet deadlines.	E	A, I, T
12.	Ability to work effectively as part of a team.	E	A, I
13.	The ability to be innovative and creative, with a 'can do' approach.	E	A, I
14.	Ability to exercise diplomacy and sensitivity to all elements of the role.	E	A, I
15.	Effective financial management skills.	E	A

### Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
16.	Able to work outside normal business hours, including occasional weekend work, to meet the needs of the role for which overtime would be payable.	E	A, I
17.	Access to a suitable vehicle for use at work and hold a current driving licence.	D	A, I