



VENTNOR TOWN COUNCIL



JOB DESCRIPTION

POST	POLICY, PROJECTS AND PREMISES OFFICER	SALARY	29,269
REPORTING	TOWN CLERK	WEEKLY HOURS	35
EMPLOYER	VENTNOR TOWN COUNCIL	LEAVE	28 DAYS
PURPOSE	TO CARRY OUT THE KEY TASKS DELINEATED BELOW WITHIN VENTNOR TOWN COUNCIL'S STATUTORY RESPONSIBILITIES		

KEY TASKS

- 1) To assemble and maintain the Asset Register according to the current obligations in Law.
- 2) To review the gamut of existing policies and incorporate any new ones adhering to current statutory obligations.
- 3) To prepare risk assessments for Ventnor Town Council events coordinating with other Officers as required.
- 4) To ensure the Ventnor Town Council's IT systems are fit for purpose and advise the Clerk accordingly.
- 5) To ensure the website is compliant with external audit requirements and report any deficiencies which require action.
- 6) To operate and coordinate the Town Council's official social media channels.
- 7) To prepare reports, documents, briefings and presentations as required.
- 8) To assist in financial operations as requested.
- 9) To oversee all use of the Green Room and to manage lettings and rental income.
- 10) Attend relevant events and meetings where required which may occur in the evening or on weekends counterbalanced by Time in Lieu
- 11) To manage special projects as required.
- 12) To be the primary contact for managing CCTV.

RELATED TASKS

- 13) To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data
- 14) To comply with Ventnor Town Council's Equal Opportunities Policy and apply it at all times
- 15) To carry out such other duties as may occasionally be required by the Town Clerk in line with the objectives of the post and Ventnor Town Council