

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: S106 Admin Assistant (FT) – Fixed Term for two years

TEAM: Section 106

GRADE: Tbc

SERVICE AREA: Community Partnerships

RESPONSIBLE TO: Health and Wellbeing Manager

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

DATE ISSUED: May 2025

JOB PURPOSE:

To oversee the general administration duties for the Section 106 Team including handling general enquiries via telephone and email, general admin duties and processing invoices. From time to time, you will also support the wider team in helping with events, meetings and engagement with communities.

PRINCIPAL RESPONSIBILITIES:

1. Provide administrative support with S106 Terms & Conditions, finance tracking, and contract processes.
2. To identify and support implementation of improved internal processes and/or better use digital tools/technology.
3. Act as first point of contact within the S106 team ensuring queries are responded to appropriately or escalated to the correct team member or colleague.
4. Identify opportunities to help with the promotion of the S106 such as attending events, parish council meetings and engagement activities out in the local community.

5. To be responsible for maintaining and ensuring all information surrounding S106 applications and allocations is filed, accurate and stored in line with our policies and processes. This will be on the Council's website, and other ICT systems such as Exacom.
6. Act as first point of contact for potential new applicants by providing information and signposting.
7. Work with the Council's Communications Team to use corporate communication channels to promote S106, such as residents' newsletter and social media. Work with the team to develop and write case studies of successful projects which can be shared with Councillors, residents, parishes etc.
8. To assist with the preparation of reports for committee meetings ensuring deadlines are met.
9. Prepare management/performance reports through analysing difference sources of complex information and data. Collate and present in an appropriate format, as directed.
10. Liaise with internal departments and partner organisations to collate evidence and updates on funded projects.
11. To check, log and raise payments through the Council's finance systems in a timely manner to enable payments to be made promptly, ensuring relevant policy and procedures are followed.
12. To uphold and display the HDC behaviour competency framework to at least level 1.
13. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.
14. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
15. Health and Safety
 - To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
 - To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	S106 Admin Assistant				
TEAM:	Community Partnerships				
POST NO:		GRADE:		WEEKLY HOURS:	37hrs
ALLOWANCE:	Casual user				
CONTRACT TYPE:	Fixed term - 2 years				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	English and maths GCSE grade c or above/equivalent	A&E	Formal qualification in Administration such a BTEC and/or NVQ Levels 2 or above	A&E
EXPERIENCE	Previous experience of working in a busy administration role, as part of a team and able to work/manage own workloads.	A&I	Previous experience in local government and or S106 Experience of supporting external events and attending parish/community meetings	A&I
	Experience of raising and processing invoices.	A&I		
	Experience of responding to enquiries as the first point of contact within a team.	A&I		
	Experience of using electronic systems to store, maintain and retrieve data.	A&I		
	Experience of using data to prepare performance and management reports.	A&I		
	Experience of following processes and understanding the importance of ensuring compliance with policy.	A&I		

KNOWLEDGE	Processing financial transactions and financial information to ensure compliance with set criteria and recognise irregularities	A&I	Knowledge of Local government	A and I	
	Working knowledge and experience of using MS TEAMS, Excel, PowerPoint, Word and Outlook and other ICT systems.	A&I	Good Knowledge of how to engage through social media and marketing of services	A and I	
	Good knowledge of GDPR and working with confidential information	A&I			
SKILLS	Ability to organise workload, work independently under pressure and managing multiple deadlines.	A&I			
	Excellent attention to detail ensuring accuracy of data and information.	A&I			
	Confident communicator with the ability to communicate with a variety of audiences verbally and in writing.	A&I			
	To act with diplomacy and tact, including solving problems and managing challenging conversations	A&I			
	Effective problem-solving skills, able to resolve problems independently but also when to escalate them	A&I			
	Ability to recognise efficiencies in processes to enhance or improve service delivery such as use of digital tools, streamlining of processes.	A&I			
OTHER	Driving license and access to a car to be able to travel as required #	A&I			
Assessment Legend:		A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages					

reasonable adjustments will be considered