

Lancaster City Council - Job Description & Person Specification

Job Title:	National Landscape Service Support	Grade:	GG56	Job Code:	LCC612
Service/Team:	Environment & Place/ National Landscape	Role Type: <i>*Delete as appropriate</i>	HYBRID	Reports to: Title & LCC Code	National Landscape Manager LCC123
Line Manages: Title/s & LCC Code	N/A				

Job Overview
To carry out a wide range of duties of administrative, financial, and practical project support for the Arnside & Silverdale National Landscape team, specifically the Farming in Protected Landscapes (FiPL) programme.
Direct Responsibilities
<ul style="list-style-type: none"> • To provide administrative and financial support for the National Landscape Farming in Protected Landscapes programme, liaising closely with other members of the National Landscape Team, applicants and partner organisations • To organise and service meetings and events, including writing minutes, including FiPL Local Assessment Panel formal decision-making meetings. • To process creditor and/or debtor invoices, purchase orders, payment requests and the banking of income where appropriate in line with Council financial procedures. • To set up and maintain electronic and paper filing systems and maintain an up-to-date information and evidence base to support project development and delivery. • To maintain appropriate records and systems in order to support managers, responsible spending officers and project officers in ensuring proper financial management and control. • To maintain at all times strict confidentiality of personal and sensitive information. • To assemble and compile all evidence required for audit purposes to ensure that the requirements of internal and external funders are fully met, specifically Defra's Farming in Protected Landscapes programme • To assist senior staff in the preparation of claims for funding by compiling and collating all appropriate evidence to support such claims as required. • The compilation of statistical and written information for the purpose of making returns and preparing reports. etc as required. • The reception and recording of information, enquiries, compliments and complaints from whatever source including corresponding by email and the answering and taking of telephone calls

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- Liaison with service staff, other service groups of the City Council, outside agencies, farmers and landowners and the public so as to secure the effective and efficient performance of the National Landscape and FiPL programmes
- To assist with the organising of internal and external meetings and events.
- To update the National Landscape Partnership's website and social media sites as required
- To carry out other duties and responsibilities similar to those listed above when required to do so.

Primary Objectives (Measurable Objectives)

Some of the key objectives for this job role

1. Provide efficient and effective administrative and financial support to the National Landscape Team, to enable a high standard of delivery of the Farming in Protected Landscapes programme, working closely with National Landscape staff, FiPL Officers, applicants, and partner organisations
2. Effectively and efficiently process all creditor/debtor invoices, purchase orders, payment requests, flexi records and the banking of income as required
3. Prepare and maintain audit records for projects and programmes
4. Assist with organising and supporting a variety of different meetings and events
5. Assist with the monitoring of budgets and support Responsible Spending Officers throughout the budget process
6. Undertake and successfully complete research tasks for officers

Staff Management Responsibilities

This role has no staff management responsibilities.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by:
Specialised Qualifications & Training	GCSE Grade C or above including English and Mathematics (or equivalent)	Appropriate qualifications or training relevant to administration and/or financial management Level 3/4 qualifications	App Form, Interview, Certificate
Experience	Knowledge of using Microsoft Word, Access and Excel (Excel to at least Intermediate level) Knowledge of the principles of a good customer care practice and the ability to deal politely and efficiently with members of the public and other customers whether by telephone, face to face, or in writing	Experience of using computerised financial systems and carrying out financial management Experience of managing administrative systems	App Form, Interview
Job Related Skills, Knowledge & Abilities	Knowledge of office administration systems and preparation of professional office documents Good ability to establish and manage administrative and financial management systems	Detailed knowledge of computerised financial systems Knowledge of cash handling, including reconciliation and banking procedures Knowledge of invoice processing and VAT analysis Knowledge of requirements of data protection, GDPR, equality and diversity Knowledge of and interest in agriculture, land	App Form, Interview

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		management and/or nature conservation	
Personal Attributes	<p>Excellent organisational skills and attention to detail</p> <p>Excellent interpersonal, communication and teamworking skills</p> <p>Able to organise and prioritise own workload in order to meet set deadlines</p> <p>Able to work to a high standard independently and on own initiative</p> <p>Able to demonstrate a strong commitment to ongoing learning and development</p>		App Form, Interview
Special Requirements/Other	<p>This job is public facing therefore the ability to converse at ease with members of the public and provide advice in accurate spoken English is an essential part of the job</p>		App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	