



JOB ROLE: Roads Committee/General Administration Officer
REPORTS TO: Parish Secretary
DEPARTMENT: Administration

JOB ACCOUNTABILITIES:

To support the planning, organising and administration of the Roads Committee and related Laws. This may include on site visits when necessary.

To support the planning, organisation and administration of the biennial 'Visites du Branchage' in accordance with the Loi (1914) Sur La Voirie.

To monitor the Trafficworx system daily and monthly invoicing.

KEY RESPONSIBILITIES:

- Schedule, organise and coordinate Roads Committee meetings, including preparing agendas in consultation with the relevant officers.
- Maintain up-to-date and well-organised records of committee documents, correspondence, reports, maps, road registers, and decisions.
- Record and distribute accurate minutes, resolutions and action items in a timely manner, ensuring committee actions and recommendations align with relevant legislation, Parish and States policies and road safety standards.
- Act as the first point of contact for the Roads Committee; respond to public and stakeholder enquiries professionally and promptly and draft, issue and manage official correspondence on behalf of the Committee, including notifications, approvals and general communications.
- Support the tracking of road maintenance, repair, and development projects by maintaining project records, timelines and contractor correspondence liaising with contractors, engineers or Parish works departments to coordinate updates and reporting.
- Maintain an asset register.

- Trafficworx.

GENERAL ADMINISTRATION SUPPORT

- Access, process and issue a variety of licences, permits and certificates in accordance with relevant legislation and Parish policies, ensuring renewals and expiry dates are monitored for a full range of Parish activities such as: driving licences; P30 licences; international driving licences; dog permits; firearms certificates; liquor licences; Sunday trading licences; refreshment permits; firework permits; scaffold licences.
- Manage the distribution, collection and verification of electoral forms and other statutory documentation in line with the legal requirements ensuring all applications meet legal and policy requirements, conducting background checks where required and verifying supporting documentation where necessary.
- Investigate, monitor and resolve queries, complaints or breaches of licences or permit conditions liaising with enforcement officers or relevant agencies as appropriate.
- Undertake a variety of accounting functions, both manually and electronically ensuring payment, fines, regulatory payment or monies are collected, recorded and reconciles in accordance with required financial standards.
- Assist with the planning, organisation and coordination of all aspects of royal and official visits in accordance with established protocols and procedures, by developing detailed visit schedules, liaising with internal departments, protocol offices, law enforcement and external stakeholders. Ensure all elements of the visit adhere strictly to royal protocol and ceremonial procedures, including correct use of titles, forms of address and flag etiquette.
- Check request forms and produce warrant and ID cards for Honorary Police and officers, ensuring the warrant card system is kept up to date.
- Maintain office files, relevant databases and software systems, shred and archive information, ensuring all data is held, processed or deleted in line with the Data Protection (Jersey) Law 2018.
- Support the Parish Secretary by providing relevant, accurate and timely information if a Freedom of Information request is received.

- Provide administrative and reception duties as required and requested, including assisting during public elections, attending polling stations, Parish Assemblies and social events.

PARISH WIDE RESPONSIBILITIES

The Parish is required to provide an efficient and professional service to all of the Parishioners of St Brélade. The vast majority of the work that is carried out the Parish Hall is following legislation and therefore all colleagues based in the Parish Hall are required to familiarise themselves with all relevant legislation and procedures.

CROSS-TRAINING AND WORKFORCE DEVELOPMENT

The above tasks and responsibilities cannot fully encompass all that is required of the post holder. It is expected that the post holder will undertake such other duties and responsibilities as directed by the Connétable or Parish Secretary.

- Participate in cross-training initiatives to ensure a multi-skilled administrative team capable of supporting a wide range of function, including rate administration, issuing of permits, licences and certificates, data entry, updating electoral registers, client and customer queries and support, booking and organising events and process improvement tasks.
- Assist in the development of training and process note materials and share knowledge with colleagues to improve overall team efficiency and performance.
- Provide backup support to other administrative roles during peak periods or colleague absences, ensuring seamless workflow across all administrative functions.

PROCESS IMPROVEMENT

- Identify opportunities for improving administration processes, ensuring greater efficiency, accuracy and responsiveness.
- Collaborate with cross-functional teams to streamline management systems and workflows.

CUSTOMER/CLIENT SUPPORT

- Address and resolve queries from internal colleagues, external customers and clients promptly and professionally.

CULTURAL OBJECTIVES

- Actively contribute to the Parish's cultural objectives by fostering and environment of collaboration transparency and continuous improvement.
- Demonstrate and promote core Parish values such as integrity, accountability and respect in all interactions, both internally and externally.
- Support a positive and inclusive workplace culture by actively participating in team-building activities, promoting diversity and mutual respect.

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