

Civic Attendant – Grade 5

Job purpose

As a Civic Attendant, you will be responsible for providing professional support to the mayor whilst they undertake their Civic duties at events. This will include liaison with event organisers, planning of all logistical arrangements, driving the mayor to and from events in the Civic car and attending to and supporting the mayor whilst they carry out their Civic role.

You will be part of the wider Civic Office team and will support the team in delivering the Civic function.

This role requires a strong customer focus and will involve working alongside the mayor on a daily basis, building a relationship based on mutual respect, trust, clear and honest communication, and unbiased professional advice.

As the working pattern is determined by the Civic diary, you will be required to work on weekdays, evenings, weekends, and bank holidays.

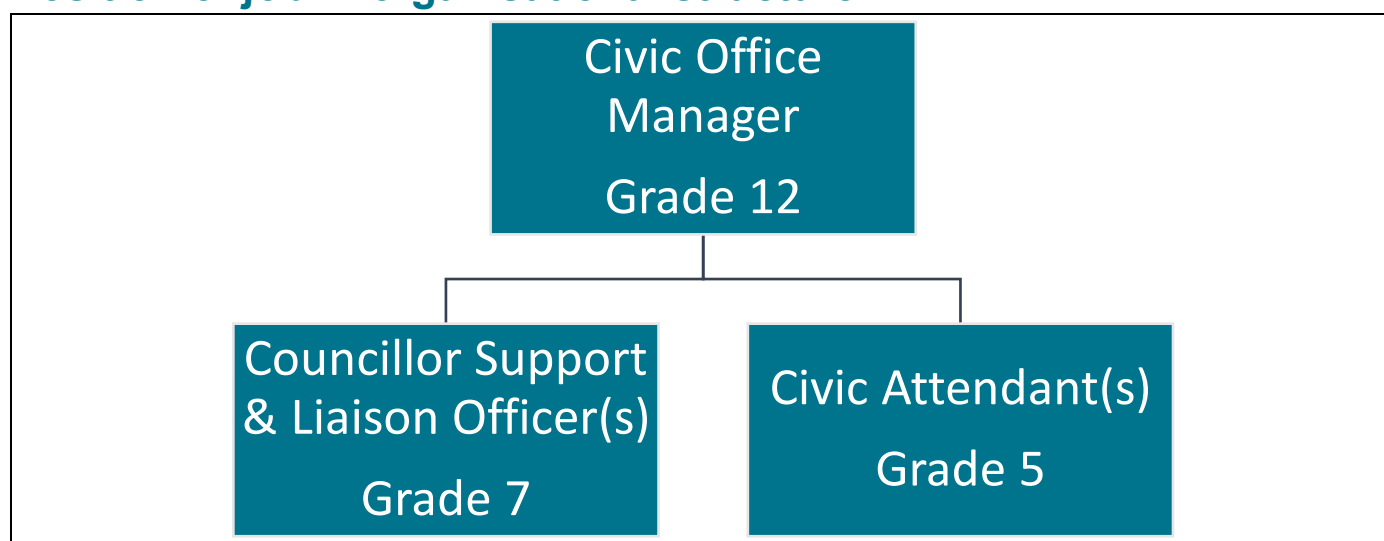
This role is based within [Corporate Strategy, Commissioning & Public Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Provide professional support to the mayor, including liaison with event organisers, planning of all logistical arrangements, driving the mayor to and from events and attending to and supporting the mayor whilst they carry out their Civic role.
- Accompany and attend to the mayor at various events, providing support and advice to them as well as to those hosting them, ensuring that Civic Protocols are advised and adhered to.
- Assist the Mayor in hosting visitors to the Town Halls and ensuring that visitors are properly received.
- Engage with a variety of organisations and individuals forming and maintaining professional relationships with them. This will include the offices of the Lord Lieutenant and High Sheriff, senior military and veteran representatives, schools, faith leaders, charities, and businesses.
- Be responsible for carrying out daily vehicle checks and ensuring that the Civic vehicles are maintained in an appropriate way, including cleaning and liaison with Transport Services for regular vehicle servicing/ad hoc repairs to be undertaken.
- Undertake administrative duties to support the Mayoral Office Manager and Civic function.
- Assist with the organising of Civic events, including small receptions, large Civic dinners, the annual Mayor Making Ceremony, military Freedom Parades and Remembrance Sunday parades and services, and act as macebearer and toastmaster as required.
- Deliver 'Meet the Mayor' sessions at all Town Halls, hosting visiting parties of schoolchildren, uniformed organisations, and other interested parties, giving informative talks on the role of the mayor, the insignia and the Civic Silver collection.
- Be responsible for the security and domestic arrangements of the Civic Rooms (and their contents), ensuring that they are maintained in a clean, tidy, and secure condition

- Ensure that the Civic insignia are checked after each function, cleaned, and maintained, as necessary.
- Be responsible for the cleaning and cataloguing of the Civic Silver.
- Be aware of the need for discretion, confidentiality, and sensitivity in the role.
- Handle personal and sensitive data and information, ensuring that this is done in accordance with Council guidelines and General Data Protection Regulations in an appropriate and confidential manner.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Driving is an essential part of this job and you will be driving a Civic vehicle. It is essential that you hold a full, clean and valid driving licence and be willing to undertake the Kirklees Driver Assessment.	Essential
Previous driving experience in an employment capacity (paid or unpaid)	Desirable
Ability to work unsociable hours, including evenings, weekends, and bank holidays	Essential
Ability to work effectively in formal situations where you will be expected to make introductions, presentations, and public announcements.	Essential
Excellent IT skills and a willingness to use other technologies to support the Civic function.	Essential
Excellent communication skills, both written and oral.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Tact, diplomacy, and sensitivity to work effectively with the mayor politicians and senior officers.	Essential
An understanding that there will be protocols to follow in the role which you be required to learn and provide advice on.	Essential
Ability to handle personal and sensitive data in accordance with GDPR regulations.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Democracy	Grading ID	14270
Job ID	80100300	Last Updated	November 2022
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Children	DBS Type	Enhanced + Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		