



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Administrator's Office Manager and Clerk to the Island Council
TEAM:	Administrator's Office
REPORTS TO:	Head of the Administrator's Office
JOB PURPOSE:	This is a high profile and demanding role the job-holder is responsible for the effective management of the Administrator's Office and providing advice and essential services as Clerk to the Island Council. This position is the first point of contact for many Government activities and includes liaison with the Governor's Office, Heads of Employing Organisations, and the government's Senior Management Team.

MAIN DUTIES:

Effective management of the Administrator's Office. Contribute to the smooth operation of Ascension Island Government's (AIG) day-to-day business. Lead on assessing and assigning all correspondence, develop knowledge of and provide information on related Ordinances and council procedures; undertake formal and complex minute taking for the Island Council and other high-level meetings. Lead on all arrangements for elections. Key tasks also include:

1. Manage the registration of marriages, births and deaths on island.
2. Manage enquiries from members of the public (in person and by email/phone) and Councillor Enquiry Forms.
3. As Assistant Registration Officer, organise the annual publication of the Register of Electors, and manage the process for applications to the Register which are received during the period 1 January to 31 August annually. As Assistant Returning Officer, organise General Elections and by-elections ensuring all legal obligations are adhered to.
4. Manage the warrant, appointment and revocation register to ensure all appointments are within the legal parameters and published in the official gazette. Work closely with the Governor's office and develop expertise on relevant legislation.
5. Oversee and manage Land Occupancy Permit (LOP) records, advising on and co-ordinating consideration of new LOP applications. Manage the annual review process for all LOPs and Small Business Permits each Financial Year (1 April – 31 March).
6. Clerk to Council providing policy advice and note taking functions, supporting Council committees and Councillors' attendance at the annual Joint Ministerial Council.

7. Co-ordinate accurate agendas, minutes and maintain action trackers for the Ascension Island Safeguarding of Children Board and the Harbours Board.
8. Conduct the quarterly population census, maintaining accurate records.
9. Prepare Public Notices and island communications from the Administrator's Office; check and distribute island-wide notices on behalf of AIG Directorates and other organisations.
10. Issue amateur radio licences, mineral export permits and process of road closure applications, in liaison with relevant island stakeholders.
11. Assistant Clerk to Court, supporting the preparation of summonses, warrants, orders, convictions, recognisances and writs of execution.
12. Receive or cause to be received fees, fines, penalties and other money paid or deposited in respect of court proceedings, as well as fees relating to permits and licences.
13. Prepare and co-ordinate on and-off island senior visit programmes and provide management and organisational support for large events.
14. Maintain an effective and efficient electronic filing system to enable information-sharing with the Administrator's Office team. Prepare purchase requisitions and maintain stocks of office and cleaning supplies.
15. Manage the Diplomatic Mail Service for the Administrator's Office.
16. Prepare and publish articles on the AIG website.
17. Fire Warden and Health and Safety manager for the Administrator's office.
18. Manage the use of and facilities in the Administrator's office meeting room.
19. Liaise with Residency staff and the Administrator as required.
20. Undertake ad hoc duties requested by the Administrator or the Head of the Administrator's Office.

RESPONSIBILITIES:

- **Quality of output** – ensure that information and documents are accurate, of a high quality, and issued on a timely basis.
- **Confidentiality** – maintain the confidentiality of all Government and Council business, and of all aspects relating to the Administrator's role.
- **Health and Safety** – share the corporate responsibility for the safety of staff and visitors to the office.
- **Continuous development** – responsible for your own Continuing Professional Development (CPD).

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Educated to at least GCSE (or equivalent) level, including English, Maths and one other subject with grades A-C.

- Significant experience working in a personal assistant/administrative role, including handling confidential/sensitive information with discretion.
- Excellent written English skills, including ability to transcribe verbatim records of complex formal meetings and draft letters/reports to a high standard.
- Ability to work independently and to use own initiative and judgment in making decisions and knowing when to refer matters upwards.
- Outstanding organisational skills and the ability to remain calm with a flexible approach, especially under time pressure.
- Confident, friendly and supportive team member.
- Excellent IT skills, including use of the Microsoft Office suite, to prepare a variety of documents.
- Clean, valid driving licence.

Desirable

- Close attention to detail.
- Experience of task prioritisation and working in an organised manner
- Experience and confidence to communicate effectively with senior stakeholders

This Job Description indicates the main duties and responsibilities of the position. It is not intended to be an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Last Updated: December 2024