Job Title: Attendant to the Mayor	Role Profile Number:
Grade: K	Date Prepared: June 2019
Directorate/Group: Enabling services	Reporting to: Security Manager
Structure Chart attached:	No

Job Purpose

- Responsible for ensuring the smooth running of civic and Mayoral events and acting as the attendant to the Mayor and Deputy Mayor of Swindon
- To act as chauffeur to the Mayor and Deputy Mayor of Swindon
- To provide support to the Mayor and Deputy Mayor of Swindon and to the Mayor's Secretary and to undertake civic duties as required

Key Accountabilities

- To carry out duties in connection with the Mayoral Robes and Civic Insignia
- To be responsible for announcing the Mayor at Civic Functions and Mayoral visits
- To assist as required at all Civic Functions held by the Mayor or the council, including assisting at receptions and lunches and other hospitality as required
- To assist as directed in attending and helping at Civic Functions and events, including where necessary advising others, including the public on matters of procedure and ceremony associated with the Mayoralty, and by way of receiving guests, assisting members of the public, councilors and visitors at Civic functions.
- To drive the Civic car as required, in uniform, and with care and courtesy ensuring that all traffic and parking regulations are scrupulously adhered to and to stay with the Mayor while on engagements.
- To be responsible for the Civic car
- To ensure the Mayor's Parlour / Function Room is maintained in a clean and tidy condition
- To be responsible to decide on routes and journey times to particular venues both within and outside of the Borough. Also on routes if delays are experienced.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Full driving license with good driving record
- Ability to work to own initiative as the role by its nature can involve the post holder working alone on many occasions including late at night on occasion
- Ability to converse with a wide range of different people, good communications skills
- The political nature of local government and the confidentiality of many of the issues that may be encountered require an excellent proven ability to deal with issues sensitively in a political environment
- Ability to be flexible about shifts worked as there will be some weekend and evening working. Shifts will be agreed at least three weeks in advance but flexibility is required to cover engagements booked at short notice

Qualifications

- Experience working in a customer facing environment would be an advantage

Contacts and Relationships
(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- The post holder will regularly come into contact with the public, Councillors and other Civic dignitaries, including supporting the Mayor at high profile events. This will result in the post holder on occasion being required to communicate with a wide range of people at events ranging from Council meetings to Royal visits.
- The post holder will be required at external visits and events to respond to questions from the public and stakeholders on the Mayoralty and on Civic protocols and procedures.
- The post holder may, on occasion, also be required to respond to Members of the public who wish to raise questions or grievances concerning the Council and its services generally and must be able to respond in an appropriate manner.

Other Key Features of the role

- This role will involve regular work outside of normal office hours as Mayoral engagements often take place during the evening and on weekends. The post holder will be expected to work different shifts depending on the Mayor and Deputy Mayor's diary but, where possible, these will be agreed three /four weeks in advance.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	