

Highworth Town Council

Data Entry Administrator



**Job description, person specification
and guidance for applicants.**

HIGHWORTH TOWN COUNCIL

Data Entry Administrator – GENERAL INFORMATION

Remuneration: The salary is in line with spinal column point 3-8 £20812.00 - £22777 per annum pro rata depending on experience

Hours of Employment: Part Time (23.5 hours) Monday – Thursday 9:30am-2:30pm and Friday 9:30am-1:00pm 18 month term-time contract

Terms and Conditions: The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the Council.

Pension: Highworth Town Council is a “Designating Employer” of the [Local Government Pension Scheme](#), which is a generous ‘career average’ scheme into which the post-holder will be automatically enrolled.

Probationary Period: The appointment is subject to a three-month probationary period.

Notice to Terminate Employment:

The minimum period of notice to which the postholder is entitled is as follows:

Period of Continuous Service	Minimum Notice
One month or more but less than 2 years	1 week
Two years or more but less than 12 years	1 week for each year of continuous service
Twelve years or more	12 weeks

Closing Date for Applications: 5:00pm Thursday 23rd February 2023

**HIGHWORTH TOWN COUNCIL
DATA ENTRY ADMINISTRATOR – JOB DESCRIPTION**

POST TITLE: DATA ENTRY ADMINISTRATOR

NORMAL PLACE OF WORK: Highworth Town Council, Gilberts Lane, Highworth

RESPONSIBLE TO: The Town Clerk

GENERAL ROLE:

To assist the Town Clerk in the administrative duties in support of Highworth Town Council transferring burial records from paper to an electronic system.

MAIN RESPONSIBILITIES & DUTIES:

1. Transferring burial records from paper to an electronic system.
2. Liaising with Funeral Directors / Stonemasons or members of the Public who come direct to Highworth Town Council with regards to burials and memorials. Ensuring that the correct procedures are followed, and accurate records are kept.
3. Receive correspondence and documents on behalf of the Council and to deal with it accordingly.
4. Be prepared to do additional training.
5. On instructions from the Town Clerk to study reports and other data on activities of the Council and to act accordingly.
6. Ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
7. Ensuring compliance with Transparency, Publication Scheme and Data Protection information requirements.
8. Build and maintain a network of contacts and partners to influence and facilitate the achievement of the Council's objectives.
9. Acting as a representative of the Council as required.
10. Undertake any other such reasonable duties as the Town Clerk may from time to time direct.

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DATA ENTRY ADMINISTRATOR – PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Education and Qualifications	Educated to GCSE level or equivalent, preferably with English and Maths GCSE (Grade C or above)	
Competences (Knowledge, abilities, skills, experience)	<p>Strong administrative skills</p> <p>Excellent attention to detail and able to maintain accurate records</p> <p>Proactive and confident in the use of IT packages (specific training will be given for software)</p> <p>Good communication skills, both written and oral</p> <p>Ability to work effectively alone with minimal supervision.</p>	
Other requirements	Willingness to undertake training and take responsibility for own professional development.	<p>Experience in a similar role</p> <p>Experience of Cemetery Administration</p>

HIGHWORTH TOWN COUNCIL

GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Highworth Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Highworth Town Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.