

Job Description

Job Title	Mayoral Attendant
Grade	Band F
Reporting To	Civic & Elections Manager
JD Ref	CSUP0028G

Purpose

To provide personal and logistical support to the Mayor, Deputy Mayor and Mayor Elect and civic parties, including acting as chauffeur to the Mayor or others, using the civic car provided by the Council. To provide support and assistance in relation to matters concerning the Mayoralty as required by the Civic & Elections Manager when not providing a chauffeur/attendant service. In consultation with the Civic & Elections Manager, assess and effectively manage the provision of the service to be provided in respect of engagements, functions and events, having regard to cost and availability of relief drivers. To work in collaboration with other services, and senior management to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives and the Wirral Plan. To help promote positive community leadership and the reputation of the Mayoral link between the Council, residents, organisations (voluntary and otherwise) both within the Borough and beyond.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement

- Develop proposals in respect of new approaches and systems for Mayoral and civic events and functions.
- To drive the Mayor (or others) to engagements. Ensure their dignified reception at all functions and attend the Mayoral party during the function where appropriate. Be aware of, and advise hosts on, civic protocol at the function where required.
- Act as a personal attendant and chauffeur advising on dress for functions, arrangements, procedures and protocol, both inside and outside the Town Hall.
- Prepare for all engagements by locating venues on maps via the Internet and, with prior approval from the Civic & Elections Manager, through personal inspection.
- Precede and announce the Mayor at Council Meetings. Summon the meeting to order. When required, ensure the Mayor is appropriately robed and the mace is present. Acting as Mace Bearer and attend the Mayor at formal civic occasions. Remove any person or Councillor from a Council Meeting when so directed by the Mayor.

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- Assist the Mayor with hospitality in the Mayor's Parlour. Receive guests and ensure their proper introduction to the Mayor and Mayoress/ Consort, Deputy Mayor and Mayoress/Consort. Be knowledgeable about the history of the civic regalia and robes, assist with their display at Parlour functions and talk to guests about all the civic artefacts.
- Ensure that the Mayor and Mayoress/ Consort, Deputy Mayor and Mayoress/ Consort personal needs and requirements are met for each engagement to ensure the success of the event for themselves and their hosts.
- Co-ordination of Relief Chauffeur/ Attendants' activities when on duty; agree on engagements to be covered.
- Ensure that the Mayor's Parlour is well stocked with refreshments, in accordance with the Mayor's requirements. Purchase items required for Parlour receptions and serve food and drinks to guests. Ensure Parlour is cleared and tidied up after receptions.
- To work flexibly as a member of the Team, providing support as appropriate across the full range of functions. In the event of mayoral duties being minimal in any given period, undertake such other duties commensurate with the post as may be reasonably assigned by the Civic & Elections Manager e.g. To support the Electoral Services Team by providing support in relation to elections, referenda and electoral registration as may be required.

Decision-Making:

- To carry out checks for the general day to day maintenance of the civic car, to monitor and record mileage and report any breakdown, damage or emergency associated with the vehicle to a senior officer, or in the case of a leased car, to the leasing company and to take responsibility for action as directed by the leasing company.

Performance Management:

- Responsibility for safety, security following WBC necessary procedures and good repair of all civic regalia, including the chains of office, badges, and the mace. Oversee any repairs and ensure good workmanship is carried out. Ensure safety and care of the robes of office and accessories, including washing, pressing and valeting, and arranging any necessary repairs.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- To carry out all responsibilities regarding the Council's policy on equality and diversity.

Other:

- To undertake any other similar or reasonable duties commensurate with the level of the post as required by the Head of Democratic and Member Services.



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Role Specific Knowledge, Experience And Skills

Qualifications

- A full and clean driving license.
- Satisfactory performance in a driving test to be carried out by the Council's examiner using the Civic Car.
- Membership of Mace Bearer's Guild.
- *Desirable - Passed an Advanced Driving Test.*

Knowledge & Skills

- Highly developed knowledge of civic protocol.
- Knowledge of local area.
- Highly developed oral communication skills, with ability to relate effectively and authoritatively with Royal visitors, VIPs and the public and command their respect.
- Highly developed ability to be diplomatic, and respect confidentiality.
- An ability to work to strict deadlines.
- An ability to work flexibly and creatively within a team environment.
- Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council.
- Willing to undertake training and continuous professional development in connection with the post.
- Work in accordance with the council's vision, priorities, values and behaviours
- *Desirable - Local Government Knowledge.*

Experience

- Substantial experience in a post concerned with civic or business protocol activities.
- Significant experience of chauffeuring senior people in the public or private sector.
- *Desirable - Experience of working in the public sector.*

Additional Information

The role necessitates weekend, evening and public holiday working to suit the timing of engagements accepted by the mayor.

The post holder will be required to work flexibly and undertake overtime as required. The working pattern/rota is to be agreed between the mayor's attendant and the civic & elections manager.

Any overtime agreed shall be in accordance with council's policy, whether the post holder is required to remain in attendance throughout an event/ function or return to the offices will be agreed in advance with the Civic & Electoral Services Officer.

Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Working shifts
- Lone working



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- Working outside
- Vocational Driving
- Driving duties

Approved By: Steve Fox, Head of Democratic & Member Services

Date Of Approval: 15/06/2023



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