



Role Profile

This section provides key information relating to the role

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| Job Title: | Senior Democratic Services Officer [Politically Sensitive Post] | | |
| Post No: | P01745 | Grade: | J |
| Team: | Governance Services | Location: | Campus East |
| Responsible to: | Governance Services Manager | | |
| Responsible for: | Democratic Services Assistant | | |

Overall job purpose:

As part of the governance team and deputising for the Governance Services Manager as required, the post holder will provide a comprehensive range of governance services, including support to various meetings.

The post holder will be responsible for the preparation of committee summonses, agendas, advice during the meeting, report preparation and ensuring an accurate and timely record of the meeting is made.

The post holder will be responsible for the management of allocated staff.

Key areas of focus:

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| 1. | To manage the compliance of Council meetings with the relevant legislation and Standing Orders contained within the Council's Constitution. To advise and regularly liaise with Chairmen, the Chief Executive, Directors and Heads of Service on procedural matters as required. |
| 2. | To ensure effective and close working relationships with Council Members, Directors, senior officers and within the Governance Services team are established and maintained. To ensure confidentiality where appropriate or required by legislation, and to demonstrate sound political awareness in all duties. |
| 3. | To manage meetings, as detailed in the Committee timetable or on an ad hoc basis, on own initiative, including detailed pre-planning of work programmes and deadlines, organising and advising at Chairmen's briefings, ensuring agendas are produced within the statutory time frame, attending and servicing meetings, ensuring the preparation of accurate and timely records of each meeting. |
| 4. | To compile and regularly update as required the committee timetable, liaising with the Portfolio Holder, Leader and Governance Services Manager as appropriate. |
| 5. | To undertake special projects and research as directed by the Governance Services Manager to support the wider work of the team. |
| 6. | To ensure that all published reports conform to the agreed council standard in order to provide access and transparency to democracy and, where appropriate, that report authors have taken account of the accessibility criteria. |

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| 7. | To deal with enquiries from other service areas, members of the public and elected Members by email, letter, telephone and through face-to-face contact on the Council's democratic decision-making process. |
| 8. | To organise, host and administer meetings, both physical and virtual, in order that they can always proceed in a satisfactory, timely and lawful way. Keeping up to date with any new working practices that may impact on the way meetings are held. |
| 9. | To be responsible for the day-to-day line management for allocated staff, ensuring sufficient work allocations, performance monitoring, welfare and discipline. |
| 10. | To undertake an appropriate and relevant scheme of personal continuous professional development to ensure skills and knowledge are kept up to date. |
| 11. | To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities. |
| 12. | The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post. |
| 13. | Any other duties that are commensurate with the level and grade of this post and as instructed by the Governance Services Manager. |

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria.

| Criteria | Essential | Desirable | Assessment Criteria |
|---|-----------|-----------|---------------------|
| Qualifications and experience | | | |
| Experience of working within or with a Local Authority | | x | AP |
| Practical experience of working with local politicians | | x | AP |
| Proven experience in a committee administrative role | x | | AP/IN |
| Knowledge | | | |
| Working knowledge of the democratic decision-making process | x | | AP/AS/IN |
| High level of IT literacy. Confident and competent in use of Word, Excel and Outlook and other systems relevant to the role | x | | AS/IN |
| Political awareness and knowledge of when things can and cannot be shared with politicians and the public | x | | AP/AS/IN |
| Skills and abilities | | | |
| Excellent time management and ability to work to tight statutory and other deadlines | x | | AS/IN |
| Proven organisational skills and capability of prioritising multiple conflicting tasks | x | | AS/IN |
| Quick learner: able to pick up new tasks and ways of working as they come along. | x | | IN |
| Ability to develop and maintain positive working relationships with colleagues, senior managers, Councillors, external partners and other key stakeholders. | x | | AP/IN |
| Management skills, to include the ability to embrace change, promote excellent teamwork and challenge poor performance | x | | IN |
| Motivational skills to help achieve service excellence, modernisation and other organisational values and objectives. | x | | IN |
| Excellent written and verbal communication skills with the ability to tailor towards a range of audiences, including through reports and presentations. | x | | AP/AS/IN |
| Meticulous attention to detail with the ability to proofread complicated documents often at short notice | x | | AS/IN |

| Other attributes | | | |
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| Maintains diplomacy, discretion and tact at all times; especially when dealing with sensitive situations and information | x | | AS/IN |
| Confident working and speaking in public, including live webcast meetings | x | | IN |
| Good team player with a can-do attitude; embracing and responding positively to change | x | | IN |
| Able to work calmly in a busy, political environment | x | | IN |
| Ability to work outside of normal office hours including at short notice and as required | x | | AP/IN |

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview
Our Values and Behaviours