



Role Profile

This section provides key information relating to the role

Job Title:	Democratic Services Officer [Politically Sensitive Post]		
Post No:	P01747	Grade:	G
Team:	Governance Services	Location:	Campus East
Responsible to:	Senior Democratic Services Officer		
Responsible for:	N/A		

Overall job purpose:

The post holder will provide a comprehensive range of governance services, including support to various meetings, publishing key decisions and the Council's Forward Plan

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.

Key areas of focus:

1.	To manage the compliance of Council meetings with the relevant legislation and procedure rules contained within the Council's Constitution. To advise and regularly liaise with Chairman, the Chief Executive, Directors, Assistant Directors and Service Managers 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.

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 undertake an appropriate and relevant scheme of personal continuous professional development to ensure skills and knowledge are kept up to date.
10.	Publication of the Council's Forward Plan, Executive Member Decision Notices and Officer Decision Notices.
11.	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.
12.	Any other duties that are commensurate with the level and grade of this post and as instructed by the Governance Services Manager.
13.	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.
14.	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.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to GSCE level 4 or equivalent in Maths and English	x		AP
Experience of working within or with a Local Authority		x	AP
Practical experience of working with local politicians		x	AP
Proven experience in an 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
Political awareness and knowledge of when things can and cannot be shared with politicians and the public	x		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
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		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			
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

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.