

**Role Profile**

This section provides key information relating to the role

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|-------------------------|--|------------------|-------------|
| Job Title: | Governance Services Manager | | |
| Post No: | P01330 | Grade: | M |
| Team: | Finance & Transformation | Location: | Campus East |
| Responsible to: | Assistant Director (Legal & Governance) | | |
| Responsible for: | Governance & Policy Officer Senior Democratic Services Officer Corporate Support Officer | | |

Overall job purpose:

To be responsible for the effective management, organisation and direction in all the areas of operation of governance services including member decisions and meetings, information governance, mayoral and member support and provision of advice and support on governance matters.

Key areas of focus:

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|----|--|
| 1. | Ensuring compliance with all legal and statutory obligations under the governance services remit, including committee management and mayoral & members services |
| 2. | To maintain statutory governance records and registers, including Members' Declarations of Interests, Gifts and Hospitality Register and the Council's Official Minute Books |
| 3. | Delivering a professional programme of civic duties. |
| 4. | Delivering service improvements, efficiencies, and enhanced processes across the service |
| 5. | To offer guidance and advice to councillors, officers and the public on governance and Constitutional issues. |
| 6. | To keep abreast of all new relevant legislation and case law and ensure council teams are updated. |
| 7. | Ensuring the compilation and maintenance of precedents and procedures for governance services |
| 8. | To work in a political environment and be able to deal with challenging situations, using tact and diplomacy. |

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| 9. | To be able to work flexibly within contracted hours, including evenings, in order to service committee meetings. Most committee meetings currently start at 7.30pm. |
| 10. | To ensure the council's Constitution is kept up to date and reflects the changing needs of the council. |
| 11. | To undertake management activities for the team including supervision, development, budget management, service planning and performance reporting. |
| 12. | 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. |
| 13. | 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. |
| 14. | Any other duties that are commensurate with the level and grade of this post. |

POLITICALLY RESTRICTED POST

Role Requirements

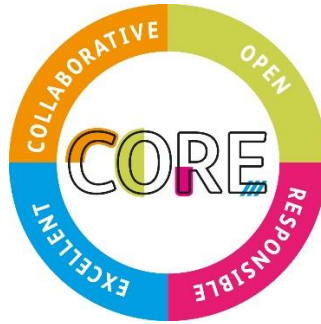
The following outlines the criteria for this post.

| Criteria | Essential | Desirable | Assessment Criteria |
|---|-----------|-----------|---------------------|
| Qualifications and experience | | | |
| Educated to degree standard or equivalent experience | x | | AP/IN |
| Association of Democratic Services Officers (ADSO) qualification | | x | AP |
| Practical experience of local government democratic law & political decision-making processes | x | | AP/AS/IN |
| Experience of managing staff and budgets | x | | AP/AS/IN |
| Experience of using electronic committee management and webcasting systems | x | | AP/IN |
| Knowledge | | | |
| Knowledge of public law committee administration and the democratic decision-making process | x | | AP/AS/IN |
| Knowledge of civic protocols | | x | AP/IN |
| Skills and abilities | | | |
| | | | |

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|--|---|--|----------|
| Ability to lead, coach and motivate a team | x | | AP/AS/IN |
| Ability to work to tight statutory deadlines and prioritise conflicting tasks | x | | AS/IN |
| Ability to embrace & respond positively to change | x | | AS/IN |
| Excellent time management & organisational skills | x | | AS/IN |
| | | | |
| Other attributes | | | |
| Ability to work outside of normal office hours in order to attend evening committee meetings | x | | AP/IN |
| Excellent interpersonal skills; tact and diplomacy | x | | AS/IN |
| Excellent political awareness | x | | AP/AS/IN |
| Able to work calmly in a pressurised environment | x | | AS/IN |

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

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.