

Job Details

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| Job Title: | DEMOCRATIC SERVICES OFFICER |
| Post Number: | POST000380 |
| Directorate: | Resources |
| Section: | Electoral, Democratic and Civic Services |
| Post Grade: | Tier: 5, Grade: D |
| Responsible to: | Electoral, Democratic and Civic Services Manager |
| Responsible for: | N/A |

Job Purpose

- To support the Borough Council's decision-making and scrutiny processes by facilitating and production of accurate and timely minutes for council committees and other meetings.
 - To provide civic support to the Mayor and Deputy Mayor and assist with the organisation of Civic events.
 - To undertake support duties in preparing for elections, referendums and polling reviews as required in a timely and legal manner.
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Main Responsibilities

- To service the Council's decision-making bodies and scrutiny committees to ensure that all legal and constitutional procedural requirements are met (including arranging and attending meetings, the provisions of procedural advice, preparing agendas, drafting minutes and taking administrative action arising from meetings, liaising with elected Members and officers as appropriate).
- To provide advice and support to officers in relation to drafting of reports, use of appropriate templates, constitutional decision-making requirements as well as deadlines for submission.
- To liaise with relevant officers in the organisation and facilitate internal meetings, scrutiny task and finish or other working groups established by the council.

- Assist the Senior Democratic Services Officer to prepare the annual timetable of committee meetings for approval by council, maintain the council's published calendar of meetings by ensuring that Modern.gov is kept up to date and accurate.
- Assist the Senior Democratic Services Officer with the maintenance and publication of the appointments to committees, lead member appointments and ensuring in-year changes are actioned and Modern.gov is updated.
- To maintain and publish accurate records of Councillor's Declarations of Pecuniary Interests on Modern.gov and maintain the electronic registers held in Democratic Services or example gifts and hospitality received by councillors and officers.
- To assist the Electoral, Democratic and Civic Services Manager in arranging member training sessions and maintaining training records for councillors as well as ensuring that mandatory training requirements are met by councillors before sitting on Planning Committee or Licensing Committee and any of its panels.
- To assist in maintaining the civic electronic diary, including scheduling of requests for mayoral visits/engagements, administrative support and supporting civic events as required.
- To assist with the drafting of speeches and press releases to keep residents and the media informed of the Mayor's plans.
- To give advice to the Mayor and Deputy Mayor about whether specific events should be attended taking into account the political impartiality of the mayoral position.
- To provide administrative support to the Senior Electoral Officer especially prior to and during election periods.

Decision making

Financial Responsibilities

Key Contacts / Relationships

- Councillors (including the Mayor and Deputy Mayor), council officers, external partners and members of the public.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Head of Law and Governance**

Date: **29 November 2024**

Version: **1.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: DEMOCRATIC SERVICES OFFICER

Post Number: POST000380

EXPERIENCE

Essential Criteria

- Experience in committee administration including scheduling of meetings, drafting of agendas and minutes. A,I
- Experience working in an administrative role in a fast-paced busy office environment. A,I
- Experience of working to deadlines. A,I

Desirable Criteria

- Previous experience of working in local government in a similar environment. A
 - Previous experience of working with elections management and committee management system. A
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QUALIFICATIONS

Essential Criteria

- Educated to A-Level or above or relevant local government work experience relevant to the post. A,I

Desirable Criteria

- Holder of AEA/ADSO or equivalent qualification at Degree, Certificate or Diploma level. A,I,D
 - Member of the Association of Electoral Administration or Association of Democratic Support Officers. A,I,D
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SKILLS & KNOWLEDGE

Essential Criteria

- Knowledge of electoral and democratic law. A,I
- Computer literacy (particularly Microsoft Office products) and keyboard skills. A,I
- Ability to communicate effectively both orally and in writing. A,I
- Good communication and writing skills with the ability to convey information clearly and concisely. A,I,T
- Ability to work professionally and deal with people at all levels in the organisation, councillors and members of the public. A,I
- Ability to write minutes and draft reports. A,I,T

- Able to work under pressure and prioritise work in order to meet strict deadlines. A,I,T
- Good attention to detail, with the ability to identify and rectify mistakes or problems on own initiative. A,I

Desirable Criteria

- Advanced working knowledge of law and committee procedures relating to the effective management of council meetings. A,I

OTHER REQUIREMENTS

Essential Criteria

- Must be able to attend meetings outside of normal office hours. A,I
- A full driving licence and access to a motor vehicle for travelling between Council offices and other locations as required. D

Desirable Criteria

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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.0 – December 2024