

# JOB DESCRIPTION

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## Job Details

Job Title:	<b>Senior Democratic Services Officer</b>
Post Number:	POST000381
Directorate:	Resources
Section:	Law and Governance
Post Grade:	Tier: 5, Grade: E
Responsible to:	Electoral and Democratic Services Manager
Responsible for:	Not applicable

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## Job Purpose

- To provide efficient and effective discharge of the Council's democratic statutory functions in line with the constitution, relevant legislation, codes of practice, guidance and internal written procedures.
  - The post holder will assist in the council's decision making and scrutiny process to ensure fairness, transparency and best practice in line with the Council's constitution.
  - To provide civic support to the Mayor and Deputy Mayor.
  - Deliver high quality support for both mayoral events and administrative services for Members.
  - 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 on a range of Democratic, Scrutiny and Civic related legislation and issues.
  - To assist the Electoral and Democratic Services Manager in the development of Scrutiny.
  - To assist the Electoral and Democratic Services Manager with member inductions, training and development.
  - Advise Members and Officers about committee procedures, standing orders and the constitution to ensure proper legal processes are followed during meetings.
  - Assist the Electoral and Democratic Services Manager in the writing and presentation of reports for Members and Officers for example in relation to Standards investigation procedures, Member allowances and constitutional change.
  - Assist the Electoral and Democratic Services Manager with the monitoring of performance within the service.
  - Maintain the electronic Committee Management System, to make the Council's business more efficient and effective.
  - 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 considering the political impartiality of the mayoral position.
  - To support the Electoral and Democratic Services Manager with the organisation of and planning for all elections and referendums in the Erewash Borough area in accordance with legislation and statutory deadlines.
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## **Decision making**

- Prepare the Council summons ahead of full meetings including advice notes for the Mayor and Chief Executive.
  - Advise Council on standing orders, procedures and the constitution in relation to Council meetings and decision making and scrutiny processes.
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## **Financial Responsibilities**

- Monitoring Members Allowances.
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## **Key Contacts / Relationships**

- Members and Parish Councillors, including the Mayor and Deputy Mayor
  - Chief Officers and Senior Management Team
  - The Local Government and Social Care Ombudsman
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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:** Danielle Hughes, Head of Law and Governance

**Date:** December 2024

**Version:** 1.0

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## **Declaration**

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

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

# PERSON SPECIFICATION

**Job Title:** Senior Democratic Services Officer

**Post Number:** POST000TBC

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## EXPERIENCE

### Essential Criteria

- Experience in administration and diary management. *A/I*
- Experience at working to deadlines. *A, I*

### Desirable Criteria

- Previous experience of working with elections management and committee management systems. *A, I*
  - Relevant experience of committee administration/support to Democratic Services in the public sector. *A, I*
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## QUALIFICATIONS

### Essential Criteria

- Educated to A-Level or above or relevant local government experience in democratic services. *A,I*

### Desirable Criteria

- ADSO or equivalent qualification at Degree, Certificate or Diploma Level. *A, I, D*
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## SKILLS & KNOWLEDGE

### Essential Criteria

- Detailed knowledge of, or ability to learn, the law and protocols relating to the service area. *A, I, T*
- Political awareness and experience of effective working with Members and Chief Officers. *A, I, T*
- Excellent oral and written communication skills including IT skills. *A, I*
- Ability to write minutes and draft reports *A, I, T*
- Excellent attention to detail, with the ability to identify and rectify mistakes or problems on own initiative. *A, I*

- Ability to work professionally and deal with people at all levels in the organisation, councillors and members of the public. *A, I*

### **Desirable Criteria**

- Detailed knowledge of the law relating to Elections. *A, I*
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## **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*
  - Willingness to work unsocial hours during election periods and as directed. *A, I*
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### **ASSESSMENT KEY:**

*A* Application | *I* Interview | *T* Test | *D* Documentation

**Version: 1.0 – December 2024**