



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

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|------------------------------|---|
| Authority                    | ADC / WBC   |
| Directorate                  | Sustainability & Resources  |
| Post Title                   | Democratic Services Support Assistant   |
| Post Number                  | 1071  |
| Accountable to               | Democratic Services & Elections Manager (Deputy Monitoring Officer)   |
| Key leadership relationships | <b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers<br><b>External:</b> Elected Members, Civic Heads, Local dignitaries and VIPs including Mayors and Chairmen of neighboring authorities, the High Sheriff of West Sussex, the Lord Lieutenant, the elected Members of Parliament, Military and service personnel and/or their representatives, Foreign Civic Dignitaries. Residents of the District and Borough |
| Work style                   | This role falls within the Blended Working Policy   |
| Last updated                 | 31/1/2024   |

## Job Description - Principal purpose of job (role summary)

As Democratic Services Assistant you will support the Democratic Services & Elections Manager (Deputy Monitoring Officer) to Provide administrative support to Democratic Services Team as required: website content management, committee management and work of the two Civic Offices.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

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| Willingness to embrace change and ability to adapt to new ways of working  |
| Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan   |
| Act with honesty and openness, and be brave enough to contribute your ideas and get involved   |
| Bring your passion for delivering a high quality service for our residents to your role  |
| Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow  |
| Live how we work with each other and our customers: <ul style="list-style-type: none"><li>• We listen</li><li>• We say what we think &amp; do what we say</li><li>• We are inclusive &amp; kind</li><li>• We are ambitious</li><li>• We think &amp; act beyond ourselves and our service</li><li>• We are a team</li></ul> |
| Promote the service and Councils positively at all times   |

| Role specific Duties and responsibilities   |
|---|
| To assist the officers of the unit in providing support to the elected Members of both Adur District Council and Worthing Borough Council.  |
| To undertake general administrative work arising in the Democratic Services Team  |
| To assist with the activities of the two Civic Heads, the organisation of events in the two Civic Offices.  |
| Attendance at professional body events.   |
| Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.   |
| Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies. |

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| Promote the service and Council positively at all times.  |
| Occasional attendance at Committee meetings as and when required.   |
| Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities. |

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, which may include working collaboratively with the Elections Team as required from time to time, or assisting the Information Governance Team to log enquiries and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

## Person Specification:

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| <b>Participative</b> | <p>Make sure that you embrace all opportunities to have your say and recognise the importance of your colleagues taking the opportunity to be heard too.</p> <p>Ability to share knowledge and learn from others.</p>   |
| <b>Adaptive</b>      | <p>Ability to thrive in an adaptive environment on a continuous improvement journey of change.</p>  |
| <b>Resilient</b>     | <p>Understand the part you play in your team and the organisation as a whole, recognising your importance to our success.</p> <p>Ability to bring passion to your work.</p> <p>Ability to recognise and support your own wellbeing needs and ask for help when you need it.</p> |

|                       | <b>Essential</b>  | <b>Desirable</b>  |
|-----------------------|---|---|
| <b>Qualifications</b> |   | ADSO Certificate in Democratic Services Practice.   |
| <b>Knowledge</b>      | <p>Knowledge of working in an office environment</p>  | <p>An understanding of local government decision making structures and processes</p> <p>An understanding of the role and function of a local government civic office</p> <p>Technical - knowledge of the principles of local government digital services particularly website content</p> |
| <b>Experience</b>     | <p>Working with administrative protocols.</p> <p>Data entry.</p> <p>Proficient in office applications ie word, excel.</p> | <p>Experience of clerking Council meetings .</p> <p>Experience of civic protocol.</p> <p>Use of social media in a political environment.</p> <p>Proficient with Google suite of applications</p> <p>Knowledge of Modern.gov</p>   |
| <b>Communication</b>  | <p><b>Internal:</b></p> <p>Demonstrate working in a team.</p> <p><b>External:</b></p>                                     | <p>Experience of giving advice verbally or in writing in a political environment.</p>   |

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|                              | Administrative - be able to demonstrate clear verbal and written communications to a target audience.   |  |
| <b>Relationship Building</b> | A diplomatic approach and the ability to maintain confidentiality.  | Ability and confidence to work with people at all levels including elected members, senior officers, civic heads and visiting dignitaries. |
| <b>Analytical</b>            | Attention to detail.  |  |
| <b>Planning/ Organising</b>  | Be able to manage and prioritise your own workload and be flexible to daily changes. Be able to demonstrate effective time management.  | Experience of agenda management.<br><br>Experience of small event planning and delivery.   |
| <b>Other requirements</b>    | <p>Able to demonstrate resilience to conflicting pressures and demands.</p> <p>Able to demonstrate resilience to challenging situations.</p> <p>Able to deal with conflicting priorities and deadlines.</p> <p>Occasional evening or weekend work (3/4 weekends per year).</p> <p>Valuing kindness and compassion in the workplace.</p> <p>Acceptance of political restriction.</p> <p>Able to travel within the Adur and Worthing Districts.</p> | <p>Understanding political sensitivities.</p> <p>Able to demonstrate dealing with conflicting political demands.</p>                       |

**Job description & Person Specification agreed by:**

|                                  |  |
|----------------------------------|--|
| <b>Post holder (Print name):</b> |  |
| <b>Signature:</b>                |  |
| <b>Date:</b>                     |  |