

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Democratic Services Manager and Deputy Monitoring Officer

TEAM: Democratic and Election Services

GRADE: Grade 9

POST NO.:

SERVICE AREA: Democratic Services

RESPONSIBLE TO: Head of Democratic and Election Services and Monitoring Officer

RESPONSIBLE FOR: Democratic Services Officer x2, Democratic Services Administrator x1

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Eligible for Casual Car User Allowance
3. Required to attend evening meetings
4. Politically restricted post

DATE ISSUED:

JOB PURPOSE:

To be responsible for the delivery of an effective Democratic Services function in line with all legal and Constitutional requirements and based on best practice including:

- the smooth operation of all formal meetings of Council, Cabinet, and of their Committees and sub-Committees
- transparent and robust decision making
- maintenance of the Council's Constitution
- provision of advice to Councillors and Officers on decision making, in meetings and in relation to other Governance Matters
- the Overview and Scrutiny function
- management of other processes related to governance and decision making.

In relation to the role of deputy Monitoring Officer, to provide support to the Monitoring Officer in all aspects of their role and to act on their behalf when they are absent or otherwise unable to do so.

PRINCIPAL RESPONSIBILITIES:

1. To ensure all formal meetings of Council, Cabinet and their Committees and sub-Committees and other formal decision making processes are delivered in line with all legal

and Constitutional requirements, are transparent, effective, efficient and operate in line with best practice.

2. To be directly responsible for supporting meetings of Cabinet and Full Council, including all notice and agenda publication, agenda management, forward planning and minuting of meetings.
3. As Deputy Monitoring Officer, to be responsible for all the statutory duties of the Monitoring Officer when they are absent or otherwise unable to act (this responsibility may be shared with additional Deputy Monitoring Officer(s)).
4. To review, investigate and make recommendations to the Monitoring Officer on standards, complaints and other related matters in line with Council policies.
5. To support the Monitoring Officer with the maintenance and development of the Council's Constitution ensuring it is legally compliant, fit for purpose and well understood by the organisation.
6. To be responsible for the management and development of systems and processes related to the Council's governance and decision making and ensuring these are well understood by Officers and Councillors.
7. To provide high level advice to members and officers at all levels of the organisation on governance and decision making matters.
8. To keep up to date with relevant changes in legislation and best practice and to support the roll out of any required changes across the organisation.
9. To lead and develop the Democratic Services Team, including line management responsibility and annual appraisals for two Democratic Services Officers and one Democratic Services Administrator and any other posts as may be added to the team.
10. To deliver effective support for the Overview and Scrutiny Panels, including work programme planning and management, support for Chairs and members of Scrutiny Panels, report and recommendation writing and tracking and liaison with Officers and Executive Councillors regarding their responsibilities in relation to Scrutiny.
11. To be responsible for the maintenance and development of effective governance related processes and systems, such as the Committee management system, including project work where required.
12. To ensure members have the skills and knowledge to effectively deliver their roles via the development and delivery of a member development programme and other member support.
13. To be responsible for the management of governance processes including (but not exclusively):
 - The Petitions Scheme
 - Members Allowances
 - Registration and Declaration of Members interests and Gifts and Hospitality
 - Outside Bodies
 - Civic Services.

14. To contribute as appropriate to all required corporate processes including service planning, performance reporting and Portfolio Holder Briefings.
15. To deputise for the Head of Service where required.
16. To be responsible for authorisation of expenditure from the Democratic Services budget and the Chairman's budget.
17. To uphold and display the HDC behaviour competency framework to at least level 2.
18. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
19. As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments. In particular, this post may be required to support the delivery of the Elections.

20. Health and Safety

- To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Democratic Services Manager and Deputy Monitoring Officer				
TEAM:	Democratic Services				
POST NO:		GRADE:	TBC	WEEKLY HOURS:	37
ALLOWANCE:	Casual User				
CONTRACT TYPE:	Permanent				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	Educated to degree level or able to demonstrate equivalent aptitude.	A	Diploma in Local Democracy	E
	Willingness to study for the ADSO certificate in Democratic Services/ Diploma in Local Democracy	A	ADSO certificate in Democratic Services	E
EXPERIENCE	Significant experience of working in Democratic Services/ Governance in local government, including supporting committees and decision making	A	Supporting Overview and Scrutiny Committees	A
	Working with elected members in a political environment	I	Experience of using committee management systems such as CMIS or modern.gov	A
	Management and development of individuals and teams	A/I	Experience in the role of Deputy Monitoring Officer and/ or investigating standards complaints	I
	Providing verbal and written advice at high levels and often under pressure	A/I		
KNOWLEDGE	Extensive knowledge of law and practice relating to local government meetings, decision making, ethical governance and governance arrangements	A		
	Understanding of how to effectively form relationships and work in a political environment	I		
	Understanding of the statutory role of the Monitoring Officer	I		

SKILLS	Excellent verbal and written communication skills	A/I			
	Ability to act and respond calmly and professionally in challenging situations.	I			
	Ability to form positive and influential working relationships	I			
	Excellent organisational skills and ability to set and prioritise own workload	I			
	Ability to work under pressure and deliver to tight, unchangeable deadlines, switch between tasks and respond to unpredictable demands	A/I			
	Ability to use Microsoft office packages including Word, Excel, and outlook as well as other IT packages.	A			
	Ability to develop and deliver training	I			
	Ability to quickly understand and interpret complex issues and explain these to others	I			
	Ability to deliver projects and identify and deliver desirable changes to processes and procedures	A/I			
	Ability to maintain confidentiality	I			
	Ability to carry out full and fair investigations in line with procedures and make recommendations on outcomes	I			
OTHER	Able to attend evening meetings	I			
	Willing to comply with the requirements of a politically restricted post	I			
Assessment Legend:		A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages					