



Job Description

Job title	Governance Support Assistant	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Governance	Salary	SK5 (currently £25,149 per annum)
Location	Currently homeworking with potential for future mix of home and office-based working	Contract	Permanent

Main Job Purpose

To assist in an accurate and efficient manner in providing administrative support to the Governance service area, in relation to Legal Services, Electoral Services, Democratic and Member Services and Data and Information Governance.

This role is politically restricted.

Main Statement of Responsibilities

- Responding to queries from internal and external customers as and when necessary, with accuracy and efficiency
- To assist and support on all legal post-completion property matters for all property related transactions.
- Undertake post-completion work on S106 matters, contracts, ensuring the Access data-base is updated and a physical hard-copy file produced for retention within the Councils deeds.
- Assist the Governance Support Team Leader with Right to Buy sales.
- To scan and correctly file electronic copies of Deeds, Contracts, Leases, Licenses.
- Opening and scanning of documents received into electoral services
- Processing of applications on the Xpress system in support of the Electoral Services Team
- Providing support to the Elections Team during the annual electoral registration canvass
- Providing support to the Elections Team in running elections and other electoral events
- Provide support during Council meetings and Civic events with any tasks asked of/by Members Services Officer



- Processing of information regarding Councillors in support of the Members Services Officer – Members expenses/DPI etc.
- Processing data and information on the Meritec system in support of the Data and Information Governance officer
- Assisting with the collation, publication and distribution of agendas and minutes of meetings
- Supporting the processing and publication of statutory documentation, such as Registration of Interest Forms for District, Town and Parish Councillors
- Liaising as necessary with other service areas of the Council

Other Responsibilities

- Providing additional administrative and clerical support to all departments within the Governance & Legal service area, as and when required
- Monitoring and responding to emails within Legal Services and Electoral Services

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.



Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Previous administrative experience
- Experience of Microsoft Office software packages
- Ability to manage time effectively and deliver against agreed objectives
- Ability to work accurately under pressure to deadlines and to adapt to changing priorities
- Excellent organisational skills and ability to prioritise work to meet competing deadlines
- Ability to plan, organise and prioritise workload using own initiative

Desirable

- Experience of working in local government
- Experience of bespoke software systems



Relevant Qualifications

Essential

- GCSE's at Grade C or equivalent to include Maths and English

Communication and Interpersonal Skills

Essential

- Effective communication skills
- Ability to work on own initiative with minimal supervision, identifying problems and offer potential solutions
- Ability to work as an effective team member over a range of services and build productive working relationships in all