

## Epsom & Ewell Borough Council - Role Profile

<b>Role Title:</b>	Casual - Democratic Services Officer
<b>Job Family:</b>	Supervisor / Professional Support (G8)
<b>Service:</b>	Legal and Democratic Services
<b>Location:</b>	Epsom Town Hall
<b>Reporting To:</b>	Democratic Services Manager

<b>Role Purpose:</b>  <i>Why the role exists and its contribution</i>	<p>To provide effective support that enables the democratic processes of the Council to maintain high standards and meet statutory requirements.</p> <p>As a member of the Council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture.</p>
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### Main Duties and accountabilities

<b>Service Specific</b>	<ul style="list-style-type: none"> <li>• To schedule committee meetings workshops/training sessions or other meetings as necessary to facilitate the business of the council</li> <li>• To produce agendas and minutes to specified deadlines</li> <li>• To organise elements of any elections or referenda called to specified deadlines</li> <li>• To prepare individual committee programmes to enable Council business to be implemented legally and effectively</li> <li>• To produce high quality documentation for meetings and accurate and clear minutes of proceedings</li> <li>• To attend meetings, primarily in the evening</li> <li>• To keep statistical and historical records of committees and meetings</li> <li>• To ensure that committee Agendas and Minutes are available and fully accessible on the Council's intranet and website</li> <li>• To support colleagues as part of a busy team, including electoral registration, covering telephones and meetings as necessary</li> </ul>
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	<ul style="list-style-type: none"> <li>• To deal with written or email correspondence, telephone or personal enquiries from members of the public in accordance with Council or statutory guidelines/timescales</li> <li>• To communicate committee decisions</li> <li>• To keep up to date with current best practice in relation to administrative and governance matters.</li> <li>• To undertake any other reasonable duties required.</li> </ul>
<b>Generic Duties</b>	<p><b>Professional Support</b></p> <ul style="list-style-type: none"> <li>• Provide support to a technical and professional service to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments.</li> <li>• To act as first point of contact for customers and resolve straightforward queries.</li> </ul>

<b>The key decision making areas in the role</b>
<p>Recognising politically or otherwise sensitive issues and knowing when to deal with them or refer the matter upwards</p> <p>Prioritisation of own workload</p>
<b>Customers and contacts</b>
<p>EEBC staff, Heads of Service, elected members, other Local Authorities, external service providers, Government Departments and Agencies and members of the public.</p>

<b>Dimensions of the role</b>	
<b>Financial</b>	<b>Non-financial</b>
	<ul style="list-style-type: none"> <li>• Not less than 6 evening meetings per 6 month period</li> </ul>

## Person Specification

<b>Qualifications and Training</b>	Essential (E) or Desirable (D)	Application	Interview/ Assessment
General standard of education (minimum A levels)	E	X	X
Experience of servicing meetings in a Local Government or other similar setting	E	X	X
<b>Knowledge and Experience</b>			
Excellent team player	E	X	X
Good inter-personal skills	E	X	X
Demonstrate proficiency and practical knowledge of committee management	E	X	X
An understanding of a committee-based political system	D	X	X
<b>Skills</b>			
Effective communication – both written and oral	E	X	X
Ability to work under pressure and to tight deadlines	E	X	X
Attention to detail	E	X	X
Ability to work with minimum supervision	E	X	X
Competent I.T. skills – for example: use of Microsoft 365 and management of internet broadcasts	E	X	X
Displays self-confidence , tact and diplomacy in dealing with others	E	X	X
<b>Additional Requirements</b>			
Flexibility to work variable hours including evenings, sometimes at short notice	E	X	X