

Job Description

Post title	Democratic and Executive Services Officer	Grade	4
Department	Law and Governance	Post ref	XDS10

Overall job purpose

To provide comprehensive high quality support, information and advice in all aspects of the Council's decision making processes and in relation to the Constitution to officers, members and the Council's Committees and Panels, including the preparation of detailed reports, agendas and minutes.

To provide an efficient and effective research and support service to the Council's Elected Mayor and Members, Chief Executive Officer and wider Corporate Leadership team in accordance with approved policies, procedures and protocols.

Reporting relationships

Reports to: Democratic Services Manager

Responsible for: N/A

Key tasks and responsibilities – post specific

Attend internal and external meetings of the Council, Committees or other bodies to undertake a comprehensive service in accordance with relevant legislation, the Council's Constitution and annual service plan performance targets in relation to Council, Cabinet, Overview and Scrutiny Committees, Working Groups, Statutory Committees and Executive and Delegated decisions as required: arranging meetings, preparation of agenda and reports, attending and facilitating meetings, preparing minutes, carrying out follow up actions, support the decision making process in accordance with legislation,

Provide support in implementing and maintaining Modern.gov.

To research, formulate and present Committee reports, briefing notes and presentations as required in accordance with corporate guidelines and procedures in support for the Executive, Overview and Scrutiny Committees or the Corporate Leadership Team.

To understand the Council's Constitution and decision making process and be able to advise elected members, senior officers and members of the public on matters relating to the decision making process including key decisions.

To co-ordinate implementation of the Council's Member Development Programme and Evaluation Strategies which include undertaking annual Personal Development interviews with elected members including those with Special Responsibilities, advising on appropriate training courses and supporting the Member Support and Development Group.

To support members of the Executive including research on matters within their remit, speech writing, dealing with constituency issues and partner organisations working with individual members of the Executive.

To act as first point of contact for the Elected Mayor, Chief Executive Officer and/or the wider Corporate Leadership Team to provide support to deal with enquires, complaints, correspondence and administration.
To organise civic and attend events for the Elected Mayor and Chief Executive Officer in accordance with Health and Safety and Civic protocols and to support the wider Corporate and Civic Team in the co-ordination and management of such events.
To liaise with elected members, officers and partners to support the delivery of the Council's Corporate Objectives and Vision.
To provide advice and assistance to residents, businesses and partners on a broad range of issues relating to the policies of the Council.
To monitor, co-ordinate and ensure actions are completed in relation to complaints received by the Elected Mayor, Chief Executive Officer and Corporate Management Team
To undertake duties as an information logistic in the event of an emergency or as part of the Council's Risk Management of events and support the Chief Executive Officer at Gold Command structure level ensuring the co-ordination and the dissemination of information.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities are effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>

Employee signature:		Date:	
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