

# JOB DESCRIPTION

JOB TITLE	Senior Democratic Services Officer
GRADE	Band H
REPORTING TO	Principal Democratic Services Officer
JD REF	BUS0179G

## PURPOSE

To support the Principal Democratic Services Officers in all aspects of Committee and Democratic Services functions.

To support Committees through the production of a detailed annual programme of work and to provide support for reviews into service delivery, policy development and scrutiny.

To provide an effective and efficient administrative support service for all Council and Committee meetings, decision making processes and independent appeals process.

Support the department in the modernisation and improvement of the council's democratic processes.

Ensure that decision-making and the democratic process is robust and effective through timely agenda publication, report and minute production and use of committee management systems.

## MAIN DUTIES AND RESPONSIBILITIES

1. Compile, draft and publish agendas.
2. Support democratic and scrutiny projects to ensure the continuous improvement of service, drafting
3. and presenting reports to members and briefings and formal meetings as and when required
4. Attendance at meetings, associated minute taking to produce an accurate record of the decisions made at the meeting.
5. Communicate/publish decisions made by Committees and ensure that all monitoring and necessary follow up actions are completed
6. Directed by the Principal Democratic Services Officer, manage develop and maintain Committee work programmes and to arrange Committee Meetings, Chair's and Group



7. Representatives' briefings when required.
8. Interpreting the Constitution and legislation (supporting the implementation of any constitutional changes/developments), acting as an advisor to elected Members, senior managers, officers, external organisations and members of the public on Council policy, procedures, legislation, governance, decision-making and the Code of Conduct.
9. Provide clerking to the statutory independent panel process for consideration of admission and exclusion appeals, ensuring that all appeals are conducted in a timely manner and in accordance with relevant legislation and national Codes.
10. Demonstrate a commitment to personal development and keep abreast of changes in legislation, national and local guidance and regulations and best practice that impact on democratic services and assist with the development and promotion of local democracy and community leadership.
11. Assist with the promotion of consultations with stakeholders, strengthening the Council's relationships with public, private and voluntary organisations and residents within the Borough.
12. Support the Electoral Services Team by providing advice, support and project management assistance in relation to elections, referenda and electoral registration.
13. To undertake any other similar or reasonable duties commensurate with the level of the post as required by the Head of Democratic and Member Services
14. Advise and guide Councillors and officers on committee procedures and protocols etc. and on the delivery of effective democratic processes and decision making arrangements in support.
15. Work with colleagues throughout the Council to co-ordinate policy reviews, policy development and scrutiny work which Members may wish to undertake.
16. Arrange and schedule meetings, undertake research and ensure Councillors are fully briefed and aware of all relevant issues. Be politically aware and apply political sensitivity to all matters having regard to the political climate prevailing at the time.
17. Co-ordinate, assist and monitor Members in their roles as Council representatives.
18. Guide and advise report authors on the writing of their reports using the reports management system and, on their content, to ensure that decisions are made by the correct decision-making body of the Council in accordance with the relevant legal and procedural requirements.
19. Support colleagues in Democratic and Member Services to deliver an efficient and effective service.



20. Provide accurate and comprehensive reports and minutes in respect of budgetary and local government financial matters.
21. Ensure that the service provided meets service requirements and value for money.
22. Assist in the management of and provide a high-quality administration service in support of the democratic process, to performance targets and timescales, including:
  23. preparation, publication and distribution of agendas and reports in accordance with statutory timescales. attendance at meetings to minute proceedings.
  24. publishing minutes and decisions of meetings serviced by the Section for use by Councillors, officers and the public.
25. As appropriate escalate issues that affect the delivery of services to the Principal Democratic Services Officer.
26. Contribute to the effectiveness of the operation of the democratic process and recommend changes for improved operational arrangements, including networking with other councils to explore best practice.
27. Assist in the development and implementation of policies to enhance the Council's democratic processes and encourage public participation

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications:

- English Language to "A" Level standard or equivalent
- Mathematics at GCSE level A to C grade or equivalent.

### *Desirable*

*ICSA, B.Tec Higher National, OMS, ADSO or equivalent qualification*

### Knowledge & Skills:

- Awareness of current local government issues.
- Knowledge and experience of local government law and procedures and the role of Members and the conduct of meetings.
- Have a good understanding of the Council's organisational structure.
- Have a good understanding of the law and procedure relating to local authority Committee democratic processes.
- Ability to communicate effectively with people at all levels of the organisation and demonstrate sensitivity on political issues in supporting Councillors.
- Ability to communicate effectively both orally and in writing.
- Ability to compile written agendas, reports and minutes and wide variety of documents in clear and grammatically correct English.



- Ability to co-ordinate own work and the ability to analyse complex issues and draw clear conclusions.
- Have organisational and time management skills.
- Ability to prioritise varying workloads and deal with high volumes of work whilst still maintaining a high-quality service.
- Ability to produce accurate work of high quality within strict deadlines.
- Ability to efficiently maintain manual and computerised administrative systems.

#### *Desirable*

*Ability to produce documents using IT system, including MS Word and Excel*

#### **Experience:**

- Experience of local authority Committee administration.
- Experience of drafting minutes, formal letters and/or other similar communications.
- Experience in collating and organising large numbers of documents and undertaking detailed research/report writing.
- Experience of dealing and working with Councillors and senior Council officers.
- Experience of the Council's decision-making processes and procedures.
- Experience of leading on specific projects using own initiative.

#### *Desirable*

*Committee Administration Experience.*

*Experience of webcasting and streaming Council and Committee meetings.*

*Experience of Modern.gov and the reports management system*

## **ADDITIONAL INFORMATION**

Able to attend evening meetings in and around the Borough (Weekly), Ability to travel around the borough using public transport and this post has been defined as being politically restricted.

#### **Health & Safety Considerations:**

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Required to move, lift and carry IT equipment for training purposes.

**DATE OF APPROVAL: 11<sup>TH</sup> MARCH 2020**

**APPROVED BY: HEAD OF SERVICE**

