

## Job Description

<b>POST TITLE</b>	Democracy Officer	<b>POST NO:</b>	GL5003 GL5004 GL5018 GL5021
<b>SERVICE UNIT</b>	Legal & Democratic Services	<b>GRADE:</b>	10
<b>JOB EVALUATION</b>	A1968	<b>JOB FAMILY</b>	If applicable
<b>RESPONSIBLE TO:</b>	Governance Manager		
<b>RESPONSIBLE FOR:</b>	None		
<b>LOCATION</b>		<b>STATUS</b>	Staff

### Job Purpose

To provide comprehensive Democratic Services and associated administrative support.

### Main Duties and Responsibilities:

1. To service and attend a wide range of meetings and briefings, including Full Council, the Executive, Regulatory and Scrutiny Committees (acting as Lead Officer where appropriate) and with other Local Authorities/Public Bodies/ Partnerships etc, as required by the Governance Manager. These duties frequently involve attendance at evening meetings.
2. To provide advice and support to Officers and Elected Members on the most appropriate processes to follow in order to achieve good governance in decision making.
3. To keep under review and update the Council's Constitution and other governance arrangements, and to provide support and advice to Officers and Elected Members on the Constitution.
4. To maintain and manage the Council's Modern.gov IT system. To progress the automation of formal reporting and decision-making processes to aid efficiency. To roll out updates of the system as required and to cascade updates to Elected Members and to provide training on the use of IPADS and the Modern.gov system.
5. To carry out the political balance calculation annually after local elections and to adjust the calculation due to changes in political makeup as required.

6. To lead on reviews of members' allowances with the Independent Remuneration Panel.
7. To provide training to Elected Members and officers on decision making and constitutional matters.
8. To provide and facilitate the Elected Members' annual training programme, identifying their training needs and ensuring that these needs are reflected in the annual training programme.
9. To ensure the provision of effective arrangements and advice to service the meetings referred to at (1) above, including contact with Elected Members of the Council (Mayor and Leader of the Council), Group Leaders and Committee Chairs, the Chief Executive, Chief Operating Officer, Head of Legal and Democratic Services and other Heads of Service, external bodies and Members of the Public.
10. To contribute to the creation and maintenance of the highest standards of service to Legal and Democratic Services having regard to the Council's Values and to consider ways of improving the service to become more efficient and effective.
11. To have cash handling responsibilities e.g. distribution of petty cash, and to be responsible for ordering mobile phones and ipads.
12. To assist with the preparation, implementation and monitoring of the Service Unit's Service Plan.
13. To assist with work relating to Elections and the preparation of the Register of Electors.
14. To undertake personal development and training relevant to the duties of the post.
15. To undertake such other duties as may be required from time-to-time and which are commensurate with the salary grading of the post.

### **Politically Restricted Posts**

This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.

### **FOOTNOTE**

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

## **Health & Safety**

Employees are required to work with their employer to ensure a working environment that is safe and without risks to the health, safety and welfare of employees and others who may be affected. This is in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

### **Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

## Person Specification

<b>POST:</b> Democracy Officer		<b>GRADE:</b> 10
<b>DIRECTORATE:</b> Operations		<b>POST NO:</b> GL5003/4/18/21
<b>Selection Criteria:</b>	<b>Essential/ Desirable E/D</b>	<b>Means of Assessment:</b> Application/Interview/Test/ Presentation <b>A/I/T/P</b>
<b>QUALIFICATIONS</b>		
1. ADSO certificate or equivalent.	D	A/Production of Certificate
2. Educated to degree level or possessing a similar qualification in business administration.	E	A/Production of Certificate
<b>EXPERIENCE</b>		
3. Significant experience in Local Government administration.	E	A/I
4. Significant experience in committee work and Local Government administrative law and practice.	E	A/I
5. Experience of working with and leading Officer Working Groups dealing with specific or corporate issues.	D	A/I
6. Experience of dealing with Members of the Council, Government Departments, Public and Private Organisations, Voluntary groups and members of the public.	E	A/I
<b>SKILLS</b>		
7. Excellent written and verbal skills for preparation and presentation of reports, etc.	E	A/I

<p>8. Ability to:</p> <ul style="list-style-type: none"> <li>• Work on own initiative.</li> <li>• Rely on new resources.</li> <li>• Accept responsibility.</li> <li>• Produce quality results under pressure.</li> <li>• Work to tight deadlines.</li> <li>• Find solutions to new or complex problems</li> </ul>	E	I
<p>9. An awareness of the political dimension in which the post holder operates and an ability to act in the interface between Members of the Council and Officers.</p>	E	A/I
<p>10. Ability to establish working relationships with Members and Officers.</p>	E	I
<p>11. High level of commitment to and enthusiasm for the provision of quality services of the Council.</p>	E	I

**The Burnley Way**

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework.

**April 2026**