

Job Description and Person Specification

Post Title: Governance Administrator

Reports to: Senior Democratic Services and Scrutiny Officer

Scale: 3

Politically Restricted: Yes

Overall Purpose

1. To provide administrative support to the Democratic Services, Elections Service and Legal Services to ensure that they can provide high-quality services.
2. To provide administrative support to the Corporate Services Group Manager and other Managers and Officers within the Corporate Services team as required.
3. To provide support and advice on democratic processes to Officers and elected Councillors.

Key Roles, Tasks and Responsibilities

1. To provide effective and proactive administrative and organisational support for all democratic processes.
2. Supporting the Democratic Services team in preparation of evening meetings.
3. Publishing updates to the Council's Constitution and the Members' Handbook.
4. Arranging and circulating statutory deadlines to officers.
5. Maintaining the Civica Modern.gov Committee Management System including dealing with updates to the system.
6. To assist with the administration of the Member Development training programme, book Councillors on training sessions, maintain the Councillors training records, administer expenses and arrange payments to training suppliers.
7. To assist the (Deputy) Returning Officer with the preparations and conduct of elections and referenda as required.
8. To provide support in processing electoral registration data, and all other associated work, for the preparation and compilation of the electoral register, including absent voters, service and overseas applications.

9. To assist in maintaining up to date information on the Council's website for Democratic Services and Elections.
10. To provide administrative duties and support to Legal Services including but not limited to preparing legal documents for signing or for sealing, processing invoices and filing.
11. To perform any other duties as may be assigned to the post by the Corporate Services Group Manger, Head of Legal, Elections Manager and/or Senior Democratic Services & Scrutiny Officer across the area of Corporate Services.
12. Attendance at some evening Council Meetings/Committees will be required.

Post Characteristics

Allowances: None

On call/emergency situations: None.

Security/safeguarding checks: None.

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Knowledge of databases or similar (3,4)

Comprehensive IT skills, proficient in the use of Microsoft office packages and database management, (2,3,4)

Desirable:

Knowledge of Microsoft Teams and SharePoint

Experience

Essential:

Variety of I.T applications (2,3,4)

Providing excellent customer service to a wide audience (3,4)

Skills/Abilities

Essential:

Excellent oral and written communication skills (2, 3,4)

Able to work as part of a small team (4)

Exceptional organisational skills (4)

Able to prioritise and co-ordinate own workload and take responsibility for tasks, displaying confidence in undertaking time sensitive tasks (3,4)

Ability to carry out research and analyse information (2,3,4)

Can demonstrate problem solving skills and use of initiative (2,3,4)

Qualifications/Training

Essential:

GCSE Level English & Maths or equivalent (3,5)

2 A-Levels or equivalent (3,5)

Desirable:

Business Administration Qualification or equivalent (3,5)

Degree or equivalent (3,5)

Other

Essential:

Maintains confidentiality in line with organisational and statutory procedures (3)

Able to attend evening meetings and work flexibly in terms of working hours (4)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Senior Democratic Services and Scrutiny Officer

Latest Version Date: January 2026

Job Evaluation Ref: A2156