

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Chief Executive's
Service area	Democratic Services

Post details	
Job title	Democratic Services and Civic Officer
Post number	E23
Vacancy reference	CE221
Scale	Scale 6 (scp 21-24)
Contract	Permanent
Location of work	Council offices
Directly responsible to	Head of Legal and Democratic Services
Directly responsible for	Mayor's Attendant/Driver and Town Hall Attendant
Hours	37 hours per week with flexibility to cover early evening meetings
JE reference	GLPC

Primary purpose and scope of the job

To support the administration of the Council's Committee system including Sub-Committees and working groups and to act as the Council's Civic Officer. The position involves attendance at evening meetings for which time off in lieu will be given for time worked.

Key Tasks and Responsibilities

- To administer the Committee system through preparation, approval and distribution of agenda, reports and minutes in the Council's Modern.Gov IT system.
- 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 arrange and attend Council and Committee briefings and meetings, Working Groups, Sub-Committees, or other similar meetings and to minute the meetings. To be responsible for drafting and circulating and publishing Committee and meeting minutes through the Council's Modern.Gov IT system. These are often evening meetings.
- To provide administrative support to Members in connection with Committee meetings to include contact with outside bodies and assisting Members to report to Committee in respect of their work on outside bodies.
- Where necessary to provide cover for the Democratic Services and Complaints Officer in maintaining and monitoring the complaints procedure and in the investigation of complaints.
- Managing Mayoral attendance at Civic Engagements both within the authority's area and within other local authority areas.
- Responsibility for organising civic functions and ensuring ceremonial protocols are complied with.
- Responsibility for the use and function of the Council's civic suite to include co-ordinating and approving bookings and invoicing.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To assist with work relating to Elections and the preparation of the Register of Electors.
- To undertake such other duties as may be required from time-to-time and which are commensurate with the salary grading of the post.
- To adhere to the Council's policies including equalities and health and safety.
- This post is a politically restricted post within the meaning of the Local Government and Housing Act 1989.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Mair Hill
Role	Head of Legal and Democratic Services
Date Revised	July 2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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Criteria

Experience		
Experience of Local Government Administration.	A/I	E
Experience in committee work, Local Government administrative law and practice and civic/ceremonial administration.	A/I	D
Experience of dealing with Members of the Council, Government Departments, Public and Private Organisations, Voluntary groups and members of the public.	A/I	D
Experience of dealing with complaints.	A/I	D

Skills and Abilities		
Excellent written and verbal skills for preparation and presentation of reports, etc.	A/I	E
Full UK Driving licence and access to a vehicle for work purposes.	A/I	E
Sound knowledge of and able to use Microsoft outlook and Word.	A/I	E
Sound knowledge of Local Government structures and or procedures.	A/I	D

Education, Qualifications and Knowledge		
GCSE standard with 5 passes at grade C/4 or above including Maths and English.	C	E
Educated to A level or equivalent.	A/I	D
ADSO (Association of Democratic Services Officers) certificate or diploma in Democratic services or willingness to work towards this qualification.	A/I	D

Other requirements		
Ability to: <ul style="list-style-type: none"> • Work to deadlines and use own initiative. • Rely on new resources. • Take ownership of the organisation of meetings/events. • Produce quality results under pressure. • Find solutions to new or complex problems 	A/I	E
An awareness of the political dimension in which the post holder operates and an ability to act as the interface between Members of the Council and Officers.	A/I	E
Ability to establish working relationships with Members and Officers.	A/I	E
High level of commitment to and enthusiasm for the provision of quality services on behalf of the Council.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

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