

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Democratic Services Administrative Assistant

TEAM: Democratic Services

GRADE: 3

SERVICE AREA: Democratic Services and Elections

RESPONSIBLE TO: Democratic Services Manager

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. This role is politically restricted – political neutrality is a requirement of the role
3. Working outside normal office hours will be required including attendance at evening meetings.

DATE ISSUED: July 2026

JOB PURPOSE:

To provide administrative support to the Democratic Services team. To act as the first point of contact to those outside the Democratic Services Team providing excellent customer responsiveness to Officers Councillors and external stakeholders.

PRINCIPAL RESPONSIBILITIES:

1. Provide administrative support to the Democratic Services team, including but not limited to:
2. Arranging meetings, making appropriate arrangements for room bookings, setting up meeting rooms, notifying reception of visitors and organising refreshments.
3. Maintain efficient and effective filing and data retrieval systems, including management of minutes books, District and Parish Councillor Register of Interests and the Combined Work Plan and Forward Plan.
4. Use Microsoft Teams and SharePoint to ensure the smooth running of the Democratic Services team. This will include electronic filing, setting up online meetings and livestreams, and ensuring these both run smoothly.
5. Act as first point of contact for Officers, Councillors and external stakeholders to ensure queries are dealt with efficiently or escalated where necessary.

6. Use the CMIS committee management system and publish committee meeting attendance and meeting minutes when required, and circulating via the relevant electronic distribution list.
7. Review recordings of meetings and upload to Youtube when required.
8. Support the team at evening meetings where necessary, ensuring the meeting is appropriately set up based on its purpose and audience and that all attendees are directed to the relevant places for the duration of the meeting.
9. Get involved in ad hoc research and project work for the team as directed by the Democratic Services Manager or Democratic Services Officers.
10. Arrange all printing and posting of meeting agendas and distributing to the relevant parties and ensuring that any relevant meeting papers and resources are available to attendees at each meeting.
11. Supporting the Civic Office as and when required, under direction from the Democratic Services Manager or Democratic Services Officers.
12. To uphold and display the HDC behaviour competency framework to at least level X.
13. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
14. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
15. Health and Safety
 - To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
 - To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
 - To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Democratic Services Administrative Assistant				
TEAM:	Democratic Services				
POST NO:		GRADE:	3	WEEKLY HOURS:	37
ALLOWANCE:	Casual Car User				
CONTRACT TYPE:	Permanent				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	Good general education, including GCSE English Language and Maths (Grade C or above) equivalent or be able to demonstrate equivalent aptitude.	A		
EXPERIENCE	- Experience of maintaining and organising electronic diaries, managing set up of meeting rooms - Experience using Microsoft suite e.g. Teams, Word, and Outlook - Experience of working on projects in a supportive and enabling role - Experience of managing conflicting tasks in order to meet tight deadlines. - Experience of working with individuals at all levels within an organisation.	I A, I A, I A, I A, I I	- Experience working in a political environment - Experience using a committee management system - Writing minutes of internal meetings	A, I A, I A, I
KNOWLEDGE	- Basic knowledge of the Democratic Services function within a local authority - Basic knowledge of Data Protection and GDPR and how this may apply to the role	A, I A, I		
SKILLS	- Ability to effectively prioritise and organise own workload - Ability to work in a team as well as using initiative to work independently.	A, I A, I	Understanding or and ability to work effectively in a political environment	A, I

	- Excellent communication skills, with an ability to recognise when to adapt communication style to suit differing audiences. - Customer care skills including dealing with enquiries in a confidential and diplomatic manner - Ability to set and prioritise own objectives and workload to meet strict deadlines - Excellent organisational skills - Excellent attention to detail - Ability to use Microsoft office packages including Word, Excel, Outlook and Teams, as well as other IT packages.	A, I A, I, T A, I A, I A, I, T	
OTHER	- There will be an occasional requirement to work outside normal office hours. - There is an expectation that post holders be in the office 3-4 days a week.	I I	
Assessment Legend:	A = Application	I = Interview	T = Test or Assessment
E = Evidence (e.g. certificate)			
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages			