



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Democratic Services Officer		
<b>GRADE:</b>	LDSS303500	<b>SERVICE AREA:</b>	Legal & Democratic Services
<b>JOB CODE:</b>	RT310DEMOG8		
<b>REPORTS TO:</b>	Senior Democratic Services Officer	<b>LOCATION:</b>	Council House
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

## 1. Main purpose of the job role:

- To manage the business of the Council's Cabinet, regulatory scrutiny committees and working groups, making sure that proper governance of these activities is observed at all times.

## 2. Role specific duties and accountabilities:

- To personally manage the business of the Council's Cabinet, regulatory scrutiny committees, working groups and charities, making sure that proper governance of these activities is observed at all times by the preparation of agendas and reports and the distribution of decisions and to monitor issues to be followed up in order that the business of the Committee is completed to a high standard and in accordance with Local Government legislation.
- To provide policy and research support to Committees and to lead on developing work programmes, identifying areas for investigation and lines of inquiry, carrying out research, writing reports and briefing papers and ensuring that Committee members are kept up-to-date with local and national developments which impact on their work.
- To co-ordinate the agenda for meetings to ensure appropriate items are considered and monitor follow up issues in order that the work of the Committee is completed to a high standard and in accordance with Local Government Legislation. To ensure that the meeting agenda is managed in a lawful manner, providing advice to the Chair of the meeting or Committee members as appropriate regarding the process.
- To co-ordinate and manage all administrative matters arising from Committee meetings in order to ensure action is taken and properly co-ordinated within all service areas of the Council.
- To be responsible for advising independent panels such as Education Admission Appeals, Exclusion of Pupils from School and Employment Appeal Committees on procedures and powers to make decisions.
- To be responsible for raising proformas for cheques for charity funds and room hire as appropriate.
- To be responsible for providing clear and concise information, e.g. in the form of a flow chart arising from procedures for Committee in order that elected members and

employees involved in employment appeals can follow the decision making process and thereby reducing the possibility of Employment Tribunal claims.

- To advise as required independent panel members on Education Admissions appeal panel and Exclusion of Pupils from school appeals to take into account evidence presented by all parties without being emotionally influenced by the applicant's circumstances.
- For example, being responsible for writing decision letters to parents and schools involved in pupil exclusion appeals or for notifying applicants for charity assistance of the outcome of their requests in writing and face-to-face.
- To ensure that reports submitted to Committees are presented in the agreed formats and to advise Executive Directors and authors of any changes required to ensure that any proposals comply with current policies and procedures and ensuring appropriate information is before Committees for informal decisions to be made.
- To offer advice and guidance to Councillors, chief officers and officers of the Council on the interpretation and application of the Council's Constitution.
- To be responsible for ensuring that all reports to Council, Committees and Charities comply with agreed formats relating to legal, financial and equalities requirements, including Local Government Acts, 1972 and 2000 and the Local Government (Access to Information) Act, 1985.
- To prepare minutes of meetings for submission to and signing by the Chairman of Committees in order that any challenges to decisions can be properly defended.
- To provide briefings to Cabinet Members and Chairs of Committees on issues relating to their respective areas of responsibility.
- To assist in the introduction and development of new technology in order to maximise efficiency and effectiveness.
- To be responsible for the safe custody of the signed minutes on behalf of the Proper Officer as required by the Local Government Act, 1972 and for inspection by the public.
- To be personally responsible for the provision of guidance on policy at appeals meetings/panels established by the Council and for giving quasi-judicial advice to elected and independent members of those panels.
- To assist with the training of Councillors and other staff within the Council.
- To take the lead in research and investigation into issues raised by Regulatory Committees and scrutiny panels and prepare reports to submit to those Committees and panels for discussion.
- To communicate verbally with customers and provide advice and/or information in accurate spoken English.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Democratic Services Officer		GRADE: G8
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Ability to work well under pressure to meet tight schedules and deadlines	I	3
An ability to work on own initiative within a team setting	I	3
Good understanding of the Local Government Acts 1972 and 1985 re Committee systems and decision making	A/I	3
A good understanding of the Local Government Act 2000 re Committee system and subsequent legislation	A/I	3
A detailed knowledge and understanding of Committee procedures	A/I	2
Good IT skills to enable effective research to be undertaken for Committees and working parties	A/I	3
Experience of delivering training to both members and officers	A/I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Substantial experience working within a Committee environment	A/I	3
Evidence of continuous professional development (where applicable)	A	
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
A degree in Public Administration or extensive experience in a similar environment	A	

<b>Other Essential Requirements</b>				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
<b>Prepared by:</b>	Neil Picken	<b>Date:</b>	April, 2020	