



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Assistant Democratic Services Officer		
GRADE:	Grade 6	SERVICE AREA:	Democratic Services
JOB CODE:	RT324ASSIG6		Officer
REPORTS TO:	Senior Democratic Services Officer	LOCATION:	Council House
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. Legislation imposes restrictions on political activity for certain local government employees. This position is designated as a politically restricted (sensitive) post as set out in Part 1 the Local Government & Housing Act 1989 and the Local Government (Political Restrictions) Regulations 1990 (LGO(PR)R 1990) [SI 851] and S.30 of the Local Democracy Economic Development and Construction Act 2009. 		

1. Main purpose of the job role:

To provide support to the Council's Governance arrangements and to provide support, as required, to other officers and functions which fall within the overall responsibility of Democratic Services. This will include meetings of Council, Cabinet, Scrutiny, other member decision making and associated bodies, boards, panels and working groups, including the clerking of school admission and exclusion appeals and the publication of statutory notices.

2. Role specific duties and accountabilities:

- To co-ordinate and support arrangements relating to meetings for which the post holder is responsible for, to include:
 - the administration and servicing of Executive, Scrutiny, Constitutional and other member decision making bodies and associated bodies and other committees and working groups by the preparation of agenda and reports, attendance at meetings, the recording of decisions, including the preparation and finalisation of minutes and the distribution of decisions
 - dealing with all administrative matters arising from meetings and ensuring that action is taken and properly co-ordinated both within the service area and within other areas of the Council
 - provide advice and guidance to school admission panels, exclusion panels and any other associated boards or panels
 - Allocation to these roles will determined by the Democratic Services Manager/Senior Democratic Services Officers dependent upon business need.
- To ensure that all necessary record systems associated with the provision of Democratic Services to the Council are adequately maintained and available, where required, for public inspection. To ensure that all agenda and formal reports comply with the requirements of the Council's Constitution, Standing Orders, the Local Government legislation (including the Acts of 1972 and 2000 and the Local Government (Access to Information) Acts), associated Regulations, Statutory Instruments and Government Guidance.

3. To provide advice to officers and councillors in respect of the Council's Constitution and procedures, relevant local government legislation and the operation of democratic processes.
4. To deal with questions from Councillors, Officers and residents in relation to the Council's decision-making process, in liaison with colleagues in the Democratic and wider service areas.
5. To assist in the processing of petitions.
6. To be responsible for the Forward Plan and its interface with the key governance / decision-making stages.
7. To be responsible for making legal orders such as Traffic Regulation Orders and Tree Preservation Orders and maintain registers.
8. To maintain a list of amendments to the Constitution throughout the year for updating at Annual Council and to be responsible for ensuring that, once approved, these amendments are printed and circulated.
9. To be responsible for the preparation and production of the Annual Timetable of Committee meetings;
10. To assist and undertake the testing and live operation of webcasting and audio-visual software systems.
11. Proactively monitoring contacts and correspondence ensuring that routine inquiries are dealt with in consultation with the relevant officers within the service area.
12. Use own initiative to plan time effectively and prioritise all incoming work daily, as well as forward planning for weekly, monthly, quarterly and annual activities.
13. Ability to plan and manage a range of administrative tasks and work under pressure to ensure deadlines are met without sacrificing the high standards of accuracy, efficiency and effectiveness required for this post.
14. To deal with employees, managers and external organisations in a professional and courteous manner therefore maintaining effective communication on behalf of Democratic Services.
15. To undertake such other matters, projects or assignments as may be assigned to the post holder from time to time by the Democratic Services Manager or Head of Service.
16. All staff are expected and required to contribute to service planning, service delivery and service improvement as appropriate for their roles.
17. To act in accordance with the Council's Constitution and other Codes of Conduct.

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: Assistant Democratic Services Officer		GRADE: G6
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	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - 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.	I	3
Leadership - 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	
Accountability - 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.	I	3
Transparency - 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.	I	3
Ethical - 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.	I	3
Abilities/Skills: (refer to JE guidance document)		
Good communicator able to communicate clearly and concisely both orally and in writing	I/T	3
Analytical and problem solving skills	I/T	3
Good attention to detail, accuracy and data entry	I/T	3
Good organisational skills and be able to prioritise workloads in order to meet strict deadlines	I/T	3
Excellent IT skills particularly Microsoft Word, Excel, Outlook, PowerPoint and Adobe.	I/T	3
Ability to establish and maintain good working relationships with a diverse range of stakeholders	I	3
Self-motivated with the ability to multitask and undertake the role with limited supervision	I/T	3
Ability to demonstrate tenacity, diplomacy and excellent interpersonal skills	I	3
Willing and able to make decisions under general guidance	I/T	3
Excellent command of English language, spelling and grammar. The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
Political awareness	I	3

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Experience of working in a local authority		A/I	2
Experience of working with elected members, senior managers, professionals, agencies and members of the public		A/I	3
Experience of working in a busy pressurised environment		A/I	3
Experience in controlling and handling confidential information		A/I	3
Experience of taking minutes		A/I	3
Knowledge of Democratic Services legislation and system		A/I	3
Knowledge of Local Government, Council services and the local community		A/I	3
Experience of planning and organising meetings and events		A/I	3
Experience of preparing reports, briefing notes and other documents		A/I	3
Experience of using document management and webcasting systems		A/I	2
Evidence of continuous professional development (where applicable)		A/I	3
Qualification: 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.			
Level 3 qualification or higher or experience in a similar role		A	
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
A willingness to work outside normal office hours as required		A/I	3
A willingness to be able to attend meetings across Walsall		A/I	3
Prepared by:	Craig Goodall	Date:	Dec 2020