

Job Description and Person Specification

Post Title: Democratic and Scrutiny Services Officer

Reports to: Senior Democratic Services & Scrutiny Officer

Scale: 4

Politically Restricted: Yes

Overall Purpose

1. To aid the decision-making process of the Council through effective management and administration of Committee and other Councillor bodies.
2. Provide advice and guidance to Scrutiny working groups, assisting Councillors to scope reviews and formulating recommendations.
3. To provide support and advice on democratic processes to Officers and elected Councillors.

Key Roles, Tasks and Responsibilities

1. Preparation of Council, Cabinet Executive, Committee, Sub-Committee meetings as directed, including preparing reports, agendas, advising on and recording decisions at all meetings and dealing with any follow up work including minutes utilising the Council's Committee Management system.
2. To attend and support the Scrutiny Commission and Scrutiny Working Group meetings, undertake research and draft reports based on Working Group findings.
3. To assist in supporting the Scrutiny Commissioners and the development of the Scrutiny Work Programme.
4. Maintaining the Civica Modern.gov Committee Management System including dealing with updates to the system and making recommendations for change/improvements.
5. To administer virtual meetings to create and host virtual Committee, Sub-Committee meetings and manage the livestreaming of meetings on the Council's website.
6. Advising Councillors and Officers as required on constitutional and procedural matters, including Disclosures of Interest and committee procedure.
7. To assist with the Member Development training programme, including providing proposals for relevant training provision. Also to include supporting Councillors in using Microsoft applications and laptops as required to enable members to fulfil their role

8. To maintain the Councillors personal and training records and administer expenses.
9. To act as first point of contact for all enquiries of the team.
10. To develop and maintain a knowledge of relevant legislation, technology and information systems.
11. To assist the (Deputy) Returning Officer with the preparations and conduct of elections and referenda as required.
12. 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.
13. To assist in maintaining up to date information in relation to Democratic Services, Scrutiny, electoral registration and elections which appear on the Council website.
14. To perform any other duties as may be assigned to the post by the Corporate Services Group Manager, Elections and Governance Manager and/or Senior Democratic Services & Scrutiny Officer across the area of Corporate Services.
15. Attendance at evening Council Meetings/Committees will be required.

Post Characteristics

Allowances: Laptop and mobile phone provided.

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

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:

Agenda preparation and note taking (2,3,4)

Desirable:

Committee Administration (3,4)

Public sector environment (3,4)

Experience

Essential:

Working on projects (3,4)

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

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

Desirable:

Steering, guiding a meeting and its outcomes. (3,4)

Skills/Abilities

Essential:

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

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

Demonstrate confidence in advising and speaking to a wide range of audiences (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:

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: October 2024

Job Evaluation Ref: