

DARLINGTON BOROUGH COUNCIL

RESOURCES GROUP

JOB DESCRIPTION

<u>POST TITLE :</u>	DEMOCRATIC OFFICER
<u>GRADE :</u>	M
<u>REPORTING RELATIONSHIP</u>	DEMOCRATIC SERVICES MANAGER (ELECTIONS MANAGER IN ABSENCE OF THE DEMOCRATIC MANAGER)
<u>JOB PURPOSE :</u>	TO WORK AS PART OF A TEAM IN PROVIDING ASSISTANCE AND SUPPORT ACROSS ALL THE WORK AREAS OF DEMOCRATIC SERVICES.
<u>POST NO.</u>	D10158

MAIN DUTIES/RESPONSIBILITIES

1. To implement statutory and Council requirements for servicing all Council Committee meetings and support the authority's political management arrangements through the production of agendas and minutes, providing procedural advice to Officers and Members.
2. To work as part of a team to provide and co-ordinate a comprehensive service in respect of the Council's Decision Making process, assist with the support services for the Mayor and the Mayoral role and provide a comprehensive support service for Members.
3. To arrange workload using own initiative in response to the requirements of the meetings allocated to the post holder, to meet statutory deadlines.
4. To prepare reports to the Council's Committees within defined work area.
5. To positively represent Democratic Services at internal and external meetings.
6. To work closely with Overview and Scrutiny Committees and Review Groups to provide a high level of support to the entire Scrutiny process including:
 - advising on the Council's Constitutional arrangements in relation to Scrutiny
 - summarising complex issues and resultant recommendations through clear and concise minutes
 - work programming and project planning for Review Groups
 - undertaking research work for Scrutiny Review Groups
 - drafting final reports and recommendations following Review Group enquiries and presenting reports to Committee where necessary
 - arranging special meetings following the call-in of Cabinet decisions in accordance with the Council's Constitution
 - promoting public engagement and involvement in the Scrutiny process
7. To carry out the duties of Clerk to the Education Appeals Panel, including giving advice and support to Panel Members and parents on a regular basis and to ensure that the

hearings and decision-making process complies with statutory requirements, codes of practice and disability discrimination legislation and are conducted in a fair, friendly and professional manner.

8. To consult the Democratic Manager/Elections Manager on non-routine, complex or sensitive issues and ensure that they are fully briefed on matters arising from meetings of Committees etc.
9. To assist in the provision of elections and Electoral Registration processes within the Borough.
10. Ability to use and assist in the development of IT services within the Unit.
11. Contribute to the reshaping of services within the Unit to ensure they meet the Council's priorities.
12. Establish contacts and liaise with other local authorities to ensure best practice and shared knowledge.
13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. Carry out your role in line with the Council's Equality agenda.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.
18. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
19. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers
20. This post is Politically Restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009. As such, the post holder will be disqualified from being a Member of a Local Authority, the House of Commons or the European Parliament. The post holder is also restricted from standing as a candidate for local government election; acting as an election agent; being an officer of a political party or any branch of a political party or a member of any committee or sub-committee of such a party; canvassing on behalf of a political party or a person who is or seeks to be a candidate and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Date: Oct 18

DARLINGTON BOROUGH COUNCIL**RESOURCES GROUP****PERSON SPECIFICATION - DEMOCRATIC OFFICER****POST NO. D10158**

Appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	NVQ Level 3 in Democratic Services		D
2	Degree or equivalent level qualification		D
	Experience & Knowledge		
3	Knowledge of the legislation governing local authority decision making and governance	E	
4	Knowledge of the Political Management arrangements within which the Council operates, in particular the rules and procedures within which the Scrutiny process operates.	E	
5	Experience of interpreting and applying legislation, policy and procedures.	E	
6	Approximately 2 years' experience of clerking local authority Committee meetings, including the ability to write clear and concise Minutes.	E	
7	Approximately one years' experience of drafting complex reports and presenting to an audience	E	
8	Approximately one years' experience of dealing with Education Admission Appeals	E	
9	Approximately 2 years' experience of developing working relationships with Members and knowledge and experience of working within the political environment/sensitivities.	E	
10	IT literate, capable of using MS Word/Excel office packages	E	
11	Experience of using the meeting management software system Modern.Gov		D
12	Knowledge of the legislation covering Elections and Electoral Registration		D
13	Previous experience of assisting in the provision of elections and the electoral registration process		D
14	Some experience of assisting in the organisational of large public events		D
	Skills		
15	Ability to research understand and analyse complex information and communicate it in an accessible form to a wide range of audiences	E	
16	Ability to provide accurate and timely advice to Senior Officers and Members in relation to the Council's decision making process.	E	
17	Ability to communicate effectively both orally and, in writing, in a confident, clear, fluent and concise manner with the public, officers at all levels and Elected Members.	E	
18	Ability to act as an advocate for the Council both internally and with external partners	E	
19	Ability to adapt and embrace the changing local government environment	E	

	Personal Attributes		
20	Organisational and time management skills	E	
21	The ability and self-motivation to work without supervision and to deal with competing and conflicting demands, prioritising tasks to meet service standards and deadlines.	E	
22	The ability to work as part of a team and be a team member	E	
	Special Requirements		
23	Flexible approach to working arrangements, including the ability to work outside normal office hours if needed	E	
24	Observe requirements for confidentiality and political neutrality	E	
25	Ability to comply with the Council's No Smoking at Work Policy.	E	
26	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	