

## **Job Description**

**Post Title: Strategy and Democratic Services Assistant**

**Post Ref:**

**Grade:**

**Job Purpose:** The Strategy and Democratic Services Assistant will work collaboratively to:

- Deliver a high-performing, efficient and consistent service in line with NECA's strategic objectives
- Support the continuous improvement of outcomes for the people of the NECA area through the production and effective use of accurate, valid, reliable, timely, relevant and complete information
- Work with NECA Committee to ensure a seamless strategy development and decision making process
- Ensure that NECA complies with statutory responsibilities

## **Main Duties and Responsibilities:**

You will be responsible for supporting the development of strategies within NECA, including but not limited to:

- Using information that is up to date, accurate, accessible and understandable
- Supporting NECA 's strategic planning frameworks
- Liaising with a range of services to ensure strategy is evidence based using existing and new performance and information sources
- Supporting the development of new ways of working by challenging existing practices
- Supporting the delivery of specific consultation-related projects and exercises, receiving, analysing and presenting information to support policy development
- Providing excellent professional support that is highly valued by NECA Elected Members, Officers, and all other stakeholders.

You will be responsible for supporting the delivery of democracy within NECA, including but not limited to:

- Co-ordinating, preparing and arranging the despatch of agendas and reports
- Providing advice and guidance about NECA's Constitution
- Organising, attending and producing accurate records for a range of meetings

- Ensuring the appropriate physical environment for meetings, including appropriate seating, ICT equipment, catering, car parking and special requirements where necessary
- Providing briefings, prepare and where necessary present reports
- Being proactive in producing and following up actions relating to decisions made
- Supporting and liaising with all Elected Members and Officers, as appropriate
- Supporting community awareness activities and engagement in the democratic process
- Supporting the discharge of delegated decisions

You will be responsible for the delivery of your own work programme, including but not limited to:

- Effectively managing your own workload
- Contributing to performance reviews / appraisals and identifying development needs as appropriate
- Making a positive contribution to team working
- Contributing to NECA's corporate priorities
- Deputising for South Tyneside Council team members as appropriate
- Coordinating NECA wide information and complaints enquiries

The service will be offered across a variety of flexible times with occasional evening and weekend work required

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary with the training and development of fellow employees.

All employees have a responsibility of care for their own and other's health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## **Personal Specification**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION ATTAINMENT</b>	
<ul style="list-style-type: none"> <li>• Appropriate professional qualification or professional experience of Strategy or Democracy</li> </ul>	<ul style="list-style-type: none"> <li>• HNC in relevant area</li> <li>• Membership of relevant professional body</li> <li>• Evidence of continued professional development</li> </ul>
<b>WORK EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experience of successfully delivering Strategic or Democratic Services</li> <li>• Experience of successful development, delivery and monitoring of activities to deliver high quality, customer focused services</li> <li>• Excellent all round communication and facilitation skills with a capacity to present, discuss and explain relevant information</li> <li>• Experience of research and analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with and supporting Elected Members and Officers</li> <li>• Experience of Local Government administration</li> <li>• Experience of successfully dealing with Government bodies, partners and members of the public</li> <li>• Experience of public consultation or community engagement</li> </ul>
<b>KNOWLEDGE / SKILLS / APTITUDES</b>	
<ul style="list-style-type: none"> <li>• Understanding and knowledge of the working of local government</li> <li>• Ability to work collaboratively, promoting involvement, engagement and ownership within a multi discipline team, and with colleagues and stakeholders</li> <li>• Ability to demonstrate the highest standards of conduct and probity</li> <li>• Ability to demonstrate resilience and work flexibility, adapting to changing priorities</li> <li>• Able to analyse information</li> <li>• Ability to establish positive relationship with Elected Members, senior managers, staff and external partners, to establish confidence, trust and credibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Code of Conduct for Members</li> </ul>
<b>DISPOSITION</b>	
<ul style="list-style-type: none"> <li>• Able to work on own initiative and as a member of the team</li> <li>• Able to organise workload, prioritise competing demands and work to deadlines</li> <li>• Able to maintain confidentiality and security</li> </ul>	

<ul style="list-style-type: none"> <li>• Able to engage and motivate a wide range of client work</li> <li>• Committed to the principles of equality and diversity</li> <li>• Good literacy, numeracy and ICT skills</li> </ul>	
<b>CIRCUMSTANCES</b>	
<ul style="list-style-type: none"> <li>• Ability to work flexible hours (including weekends and evenings)</li> <li>• Full current driving licence and able to meet the travel needs of the post</li> </ul>	