

Job Description



Post Title: Team Manager - Scrutiny and Democratic Services (AA4007)

Grade: N10 Points 628

Responsible to: Service Manager Democratic Services

Responsible for: Staff as allocated

Job Purpose: Manage the staff and workload within the service area (committees, scrutiny, Lord Mayor and members support) as directed to ensure delivery of effective democratic services that meet statutory requirements, corporate requirements and customer aspirations.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To manage the assigned staff and provide leadership and guidance and monitor individual and team performance, in line with organisational priorities and procedures.
2. To oversee and manage support to Council, Cabinet, non-executive, scrutiny and other committees, in accordance with the Newcastle Charter and relevant legislation.
3. To provide support and advice to Councillors and officers, as well as all Council bodies, including City Council, Cabinet and Cabinet Members, scrutiny committees and other committees and outside bodies where appropriate.
4. To work with relevant stakeholders and internal and external partner organisations in line with service level agreements, including managing and negotiating contracts, monitoring performance and maintaining good working relationships.
5. To contribute to and facilitate the implementation of local government legislation, regulations, procedures and the Newcastle Charter to maintain and improve transparency and confidence in the democratic and scrutiny processes.
6. To challenge and continuously improve existing working practices and processes within scrutiny and Democratic Services in line with council priorities.

7. To develop the use of the democratic services software management system to produce reports and statistics and expand use of the software to implement service improvements and promote digital working both for members and officers.
8. To ensure the development and delivery of coherent and relevant scrutiny work programmes that make effective and timely contributions to benefit local communities and to be the Council's designated scrutiny officer.
9. To be responsible for budget management and income generation in accordance with statutory and the Council's financial regulations.
10. To work with officers and elected members to ensure an effective and efficient members support service, including identifying development needs.
11. To lead and contribute to specific projects and the development of policies and procedures.
12. To promote and develop joint working between electoral and democratic services.
13. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.