

Job Description

Post Title: Scrutiny Officer (A5161)

Evaluation: 576 Points

Grade: N9

Responsible to: Service Manager Democratic Services

Responsible for: N/A

Job Purpose: To support and enable councillors to scrutinise and challenge the Council's cabinet and partner organisations.

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 support elected members in the delivery of an efficient and effective scrutiny function.
2. To work with and coordinate the chairs and vice-chairs of scrutiny committees to develop and manage work programmes in line with resource availability.
3. To support elected members in their scrutiny role to undertake or commission research and consultation exercises and as required present reports, briefings and other documents in line with the Committees' work programmes.
4. To facilitate and manage the work of task and finish groups, including undertaking and commissioning research, briefings, identifying and liaising with witnesses, including the submission of final reports to Cabinet and other appropriate bodies.
5. To research, review and analyse performance and budget information and carry out research relevant to the committees' remits to assist elected members in evaluating the performance and effectiveness of the Council's services and policies.
6. To develop and maintain good working relationships and communication with relevant services, Cabinet Members, senior officers and internal and external stakeholders in relation to all aspects of the scrutiny function.
7. To develop and deliver appropriate training and development for elected members and officers to promote awareness and understanding of scrutiny and to help them contribute effectively to the process.

8. To represent the scrutiny function in Newcastle with local, regional and national government and other bodies and to participate in associated scrutiny networks.
9. To develop scrutiny input into policy, planning and performance as required.
10. To support colleagues across Democratic Services in the delivery of other committees and support the Statutory Scrutiny Officer and the Service Manager as required.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.