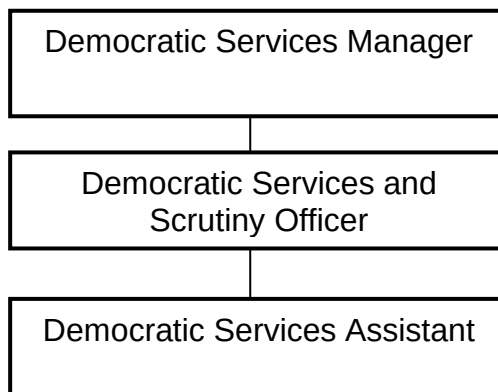




Job Description & Person Specification

Post Title	Democratic Services and Scrutiny Officer				
JE Reference	W1151	Grade	F+	SCP Range	25-27

Reporting line:



Job Purpose:

To provide effective, efficient and professional support for the Council's governance structures.

To provide high standards of advice, guidance and support to elected Members and Officers.

To provide effective organisation, management and administration of Member activities associated with Overview and Scrutiny.

Relationships:

Accountable to: Democratic Services Manager

Accountable for: Democratic Services Assistant

General Contacts: Chairs, Vice Chairs and all Elected Members, Chief Officer and other Officers, External stakeholders, External Agencies and other Local Authorities.

Key duties and responsibilities:

1. To manage the work of the Council Committees and ensure all legal requirements and procedures for the conduct of meetings are met and that appropriate records are kept of decisions or recommendations that are made.
 2. To work closely and effectively with Elected Members and senior officers across the Council, demonstrating integrity, sound judgement and strong political awareness.
 3. To provide advice to officers and Members on a wide range of constitutional and procedural matters to ensure the smooth running of the Council's governance arrangements structures.
 4. To maintain accurate records and proactively seek to update governance documents such as the Forward Plan, Delegated Decisions, Register of Interests.
 5. To identify and drive forward areas for improvement, particularly in relation to modernisation and digitalisation of processes.
 6. To accurately and competently draft reports, minutes and other documentation that may be required in relation to the role.
 7. To support the effective operation of the Council's overview and scrutiny function, including providing advice and guidance, undertaking research associated with review topics, preparing reports and co-ordinating work programmes.
 8. To co-ordinate and support Members in the delivery of scrutiny reviews and the development of recommendations that are well-evidenced and objective.
 9. To assist in the development and co-ordination of member training and development opportunities.
 10. Continuously develop and expand knowledge and expertise in the work areas of the service.
 11. To provide day to day supervision and guidance to the Democratic Services Assistant.
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General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council's and Directorate's staff training and development policies
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner

5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To participate in the Council's system of performance appraisal
10. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
11. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

Last Updated: June 2020

Author: Alison Pearson

PERSON SPECIFICATION

JOB TITLE	GRADE
Democratic Services and Scrutiny Officer	F+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	• Significant experience of working in a democratic services environment and associated processes. • Experience of working with external partners and other agencies. • Experience of supporting activities that contribute to the overall effective governance of the organisation. • Experience of providing advice and guidance to support the smooth running of the decision-making process. • Experience of developing and implementing new processes relevant to democratic services and in response to legislative changes. • Experience of research to support Members in their scrutiny role. • Experience of managing demanding priorities with conflicting timeframes.	• Experience of successfully and independently manage a discrete piece of work (i.e. service improvement project, task and finish panel). • Experience of strategic planning for democratic services activities. • Budget management.	A, C, I, R

	• Experience of annual work planning.		
SKILLS & ABILITIES	• Excellent oral and written communication skills. • Highly developed computer operator/keyboard skills operating software packages such as MS Office. • Excellent interpersonal skills with the ability to develop and maintain good relationship with a broad range of contacts, both internal to the organisation as well as externally. • Ability to work as part of a team and promote effective working relationships. • Able to organise priorities and work to tight timescales in a busy environment with a determined attitude to ensure targets are met. • Able to work within politically sensitive environments with tact, diplomacy and confidentiality. • Able to plan and manage projects or work programmes relevant to the needs of the service area. • Ability to use initiative and respond to non-routine events and/or draft non-routine documents in support of democratic services activities. • Able to work under pressure, withstand stress and direct resources to achieve tight deadlines.	• To think strategically to contribute to planning.	A, I, R
EDUCATION / QUALIFICATIONS / KNOWLEDGE	• A good standard of general education. • A good standard of literacy and numeracy skills. • Detailed knowledge of the legislation and	• A relevant professional qualification or equivalent. • Detailed knowledge of the Council's constitution.	A, C, I

	statutory requirements underpinning all aspects of the service area, and the implications of non-compliance. • Sound understanding of the political context in which the Council operates. • Commitment to training and development associated with democratic processes and associated legislation.		
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. • Commitment to own continuous personal and professional development. • Strong team player, committed to an ethos of continuous improvement. • Evidence of working to statutory timeframes.	• Current driving licence.	A, I,
COMMITMENT TO EQUALITY AND DIVERSITY	• Commitment to equal opportunities and the ability to recognise the needs of different service users.	• Evidence of having completed training in equality and diversity awareness.	A,I
COMMITMENT TO SERVICE DELIVERY AND CUSTOMER CARE	• Commitment to provide a customer-focussed service.	• Evidence of surpassing customer expectations or service targets / goals.	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE