

**Democratic Services & Governance Officer (Regulatory) (post 2006)**

**Service Area**

Democratic Services

**Manager/Team Leader**

Democratic Services Manager

**Direct reports**

N/A

**Total Managed**

N/A

**Purpose of the Role**

To provide procedural advice and support to the Council’s decision-making bodies, enabling them to fulfil their democratic role. In particular, to provide support for the Council’s regulatory committees.

**Key Result Areas**

1. To ensure the efficient and effective conduct of meeting of the Council, Cabinet, Regulatory Committees, sub-committees and a range of other formal meetings.
2. To provide clear, in-depth and accurate advice to elected members on legal, constitutional and political matters.
3. To provide high quality support and advice to senior officers in relation to democratic processes and to ensure that the correct constitutional processes are used effectively.
4. To lead and support the effective operation of the Council’s regulatory committees and their sub-committees or panels, including quasi-judicial hearings.
5. To assist in the monitoring of progress and achievement of recommendations from the regulatory committees.
6. To liaise with the members and Committee Chairman in matters relating to their respective roles and responsibilities, providing support and advice as necessary.
7. To be responsible for the accuracy, confidentiality, security and maintenance of highly sensitive political information, specifically in relation to the enforcement cases, breaches of planning control and other litigation arising from matters reported to committees.
8. Debriefing all relevant Officers on decisions arising from meetings.
9. To provide administrative support to the Planning Chairs and Planning Portfolio Holder meetings.
10. Undertaking research as required.
11. Ensuring that the Council complies with the law.
12. To promote and adhere to the workplace values of our organisation.
13. To be responsible for their own health and safety at work and that of other persons who may be affected by their actions.
14. To undertake any other work required and as directed within the confines of the existing grading and post



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| **Democratic Services and Governance Officer (Regulatory Committees) (post 2006)** | | | | | | | |
|  | | | Essential | | Desirable | | **How**  **Identified** |
| **Knowledge and Experience** | Considerable experience of administration of meetings at an advanced level, preferably in a local government environment, including minute taking | | **✓** | |  | | \*Appl Form/ Interview |
|  | A thorough knowledge of the political framework and functions and structure of local authorities at regional and national level | |  | | **✓** | | \*Appl Form/ Interview |
|  | Detailed working knowledge of the law and practice relating to formal decision-making meeting, particularly in relation to regulatory committees | | **✓** | |  | | \*Appl Form/ Interview |
|  | Experience of working to tight deadlines often under pressure | | **✓** | |  | | \*Appl Form/ Interview |
|  | Experience of advising on governance issues, including the provision of procedural advice to committee chairs | | **✓** | |  | | \*Appl Form/ Interview |
|  | Considerable experience of working with elected members or in a political environment | | **✓** | |  | | \*Appl Form/ Interview |
|  | Highly competent user and wide-ranging experience of Microsoft Office software including Word, Excel and PowerPoint | | **✓** | |  | | \*Appl Form/ Interview |
|  | Able to use other appropriate IT based applications and systems including GIS and committee management software | |  | | **✓** | | \*Appl Form/ Interview |
|  | | | | | | | |
| **Qualifications** | Education to degree level or significant experience in similar role | | **✓** | |  | | \*Application form |
| Certificate in Democratic Services Practice (ADSO) or similar | |  | | **✓** | | \*Application form |
|  | | | | | | | |
| **Skills** | Able to demonstrate good organisational skills (e.g. working to deadlines, prioritising work, managing information) | **✓** | |  | | Interview | |
| Excellent minute taking skills | **✓** | |  | | \*Appl Form/ Interview | |
| Demonstrable ability to use advanced theoretical, procedural and organisational policy knowledge across a specialist area | **✓** | |  | | Interview | |
| Able to communicate effectively on a range of issues across different levels within the Council | **✓** | |  | | Interview | |
| Able to demonstrate a high level of political awareness, neutrality and sensitivity | **✓** | |  | | Interview | |
| Able to demonstrate personal resilience and integrity | **✓** | |  | | Interview | |
| Able to work under pressure with changing priorities and demands | **✓** | |  | | Interview | |
| Ability to challenge in a non-threatening and constructive manner |  | | **✓** | | Interview | |
| Able to demonstrate a high level of initiative with a pro-active approach | **✓** | |  | | Interview | |
|  | | | | | | | |
| **Aptitude and**  **Disposition** | A confident and positive disposition with the ability to work with people of all levels | **✓** | |  | | Interview | |
| Ability to embrace change and to be flexible in responding to the needs of the service | **✓** | |  | | Interview | |
| Innovative – with a ‘thinking out of the box’ approach |  | | **✓** | | Interview | |
| Excellent judgment skills with an ability to adapt to the needs of the situation | **✓** | |  | | Interview | |
| Behaving in a professional manner at all times | **✓** | |  | | Interview | |
| Able to demonstrate an understanding of, and commitment to, the principles underlying equal opportunities. | **✓** | |  | | Interview | |
|  | | | | | | | |
| **Personal**  **Circumstances** | The postholder will be required to work flexible hours and may need to attend evening meetings | **✓** | |  | | Interview | |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the Council:

**Fairness** - We respect people and treat everyone fairly

**Ambition** - We welcome new challenges and embrace change

**Integrity** - We are open and honest and listen

**Resourcefulness** - We strive to be efficient with our resources