

Democratic Services & Governance Officer (Oversight Committees) (Ref 2295)

**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 oversight committees, including Overview & Scrutiny, Governance, Risk & Audit Committee (GRAC) and Standards Committee.

**Key Result Areas**

1. To ensure the efficient and effective conduct of meetings of the Council, Cabinet, Regulatory Committees, sub-committees and a range of other formal meetings.

1. To be responsible for providing clear, in-depth and accurate advice to elected members on legal, constitutional and political matters.

1. 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.

1. To take on the role of the Council’s Scrutiny Officer, leading and supporting the effective operation of the Overview & Scrutiny Committee and its sub-committees or panels, including the undertaking of high level research and analysis and the preparation of reports for presentation at Overview & Scrutiny meetings

1. To assist in the monitoring of progress and achievement of scrutiny review recommendations using innovative research and analytical techniques

1. To support the Governance, Risk & Audit Committee by liaising with representatives from Internal and External Audit, producing work programmes and monitoring outcomes.
2. To liaise with lead members and Committee Chairmen on matters relating to their respective roles and responsibilities, providing support and advice as necessary

1. To be responsible for the accuracy, confidentiality, security and maintenance of highly sensitive political information

1. To provide support to members’ development, including the preparation of the member induction and ongoing training programme

1. To lead on liaising with Modern.Gov (our committee software provider) and to be responsible for overseeing the ongoing development of the service and providing support to members on accessing and using it.
2. To promote and adhere to the workplace values of our organisation.
3. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.

1. Any other work required and as directed within the confines of the existing grading and post.



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| **Democratic Services & Governance Officer (Oversight Committees) Post 2295** | | | | |
|  | | **Essential** | **Desirable** | **How Identified** |
| **Experience/ Knowledge** | 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 meetings, particularly in relation to overview & scrutiny |  | **** | **Appl Form/ Interview** |
| Experience of working to tight deadlines often under pressure | **** |  | **Interview** |
| Experience of advising on governance issues, including the provision of procedural advice to committee chairs | **** |  | **Appl Form/ Interview** |
| Experience of working with elected members or in a political environment |  | **** | **Appl Form/ Interview** |
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| **Qualifications** | A relevant degree or equivalent significant experience | **** |  | **Appl Form** |
| Certificate in Democratic Services Practice (ADSO) or similar |  | **** | **Appl Form** |
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|  | | **Essential** | **Desirable** | **How Identified** |
| **Skills** | Able to demonstrate outstanding organisational skills (e.g.  working to deadlines, prioritising work, managing information) | **** |  | **Interview** |
| Excellent minute taking skills | **** |  | **Appl Form/ Interview** |
| Demonstrable ability to use procedural knowledge across a specialist area | **** |  | **Interview** |
| Significant political awareness – with outstanding communication skills, tact, discretion and diplomacy | **** |  | **Appl Form/ Interview** |
| Strong critical thinking abilities and the ability to engage with and persuade others in a political environment |  | **** | **Interview** |
| Ability to undertake high level research and analysis and to prepare written reports using the evidence collated for presentation at committee  meetings | **** |  | **Appl Form/ Interview** |
| Ability to challenge in a non- threatening and constructive manner |  | **** | **Interview** |
| Ability to build trust and confidence across a wide range of stakeholders | **** |  | **Interview** |
| An attention to detail and an ability to think logically and plan ahead | **** |  | **Interview** |
| Proven time management skills and a highly flexible approach | **** |  | **Appl Form/ Interview** |

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|  | Excellent IT skills including Microsoft Office | **** |  | **Appl Form** |
| Experience of using a committee management system |  | **** | **Appl Form/** |
|  | | | | |
| **Aptitude and Disposition** | The ability to demonstrate great tact and diplomacy | **** |  | **Interview** |
| A confident and positive disposition with the ability to work with people at all levels | **** |  | **Interview** |
| To embrace change and to be flexible in responding to the needs of the service | **** |  | **Appl Form/ Interview** |
| Excellent judgement skills with an ability to adapt to the needs and demands of the situation | **** |  | **Appl Form/ Interview** |
| Innovative – with a ‘thinking out of the box’ approach |  | **** | **Interview** |
| Behaving in a professional manner at all times | **** |  | **Interview** |
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| **Personal Circumstances** | Must be able to work evenings if required | **** |  | **Appl Form/ Interview** |
|  | The ability to travel independently to meeting venues outside of the Council offices |  | **** | **Interview** |
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| **Physical** | The post requires lengthy and prolonged periods of mental attention over a range of  different activities |  |  |  |

This post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

**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