



JOB DESCRIPTION

- This form summarises the purpose of the job and lists its key tasks
- It may be varied from time to time at the discretion of the Authority, in consultation with the postholder

Job Title:	Democratic Services Officer	Team:	Legal & Democratic Services
Reports to:	Democratic Services Manager	Grade:	7
Last Updated:	August 2021		

JOB SUMMARY

- To assist in the provision of democratic services, member support and, as may be directed to meet operational requirements, electoral registration/election services

KEY TASKS

Operational Responsibilities

- To support the Council's decision making process by ensuring (and undertaking as directed) all statutory and non-statutory activities associated with holding, conducting and recording decisions of Council meetings within prescribed deadlines.
- Arranging and attending pre-agenda and briefing meetings for Committee Chairmen
- Compiling and issuing agendas and minutes of meetings in accordance with extant corporate and statutory requirements.
- Representing the Head of Legal & Democratic Services at meetings or to webcast meetings as required.
- Advising Members and Officers on statutory and non statutory procedural and constitutional matters, ensuring in particular that the rules for decision taking at meetings are observed.
- Processing Key, Non-Key and Officer Delegated Decisions. To work with the Chairs & Vice-Chairs and Lead Officers to develop and maintain a work programme for Committees.
- To assist the Democratic Services Manager in identifying, implementing and delivering Member development/training programmes.
- To contribute to the maintenance, development and regular review of all the Democratic Services team's web pages and intranet pages.
- To assist with Member support activities as directed.
- To ensure the delivery of administrative functions falling within the responsibility of Legal & Democratic Services
- To utilize and develop the Authority's meetings management software system (ModGov) to meet service requirements, particularly ensuring best use of its functionality to support service delivery.
- To assist and support the Chairman of the Council in the delivery of their civic duties.
- To assist the Head of Legal & Democratic Services by undertaking such activities as may be directed to ensure effective and efficient arrangements are made for conducting elections and maintaining the electoral roll for the area.

The above list is not intended to be exhaustive but merely to indicated the work range and core job content of the post, neither is the list arranged in priority order.



Management / Supervisory / Team Working Responsibilities

- Work as part of a team to ensure a high level of service to both external and internal customers

Service Delivery

- To assist the service to identify solutions that deliver costs savings and service plan objectives.
- To maintain and develop expertise and knowledge in relation to statutory and non statutory matters affecting a local authority's decision making processes.
- To work flexibly (e.g. evenings, weekends, home and non home (i.e. office) during key work periods, particularly during elections and the annual household canvass).

Communication & Contacts

- Maintenance of internal and external contacts to meet service objectives
- Key contacts: public, Leader of the Council, all elected Members, Chief Executive, Heads of Service and all other appropriate staff and external agencies.

Financial / Budgetary Responsibilities

- None specifically other than ensuring appropriate procedures are followed when dealing with purchase orders, payment of invoices, and checking of Members' Allowances.

Other

- Such other duties as may be allocated from time to time consistent with the grading of the post.
- Ensure awareness of the council's Safeguarding Policy and take a proactive approach to ensure the safeguarding of residents at all times.

The above list is not intended to be exhaustive but merely to indicated the work range and core job content of the post, neither is the list arranged in priority order.



PERSON SPECIFICATION

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- It may be varied from time to time at the discretion of the Authority, in consultation with the postholder

Job Title:	Democratic Services Officer		
Reports to:	Democratic Services Manager	Team:	Legal & Democratic Services
Last Updated:	August 2021	Grade:	7

KEY CRITERIA	JOB REQUIREMENTS		SCORED F/I/A
	ESSENTIAL	DESIRABLE	
Qualifications	<ul style="list-style-type: none"> • Good level of education including English and Mathematics (GCSE or equivalent) 	<ul style="list-style-type: none"> • Degree or equivalent professional qualification • 2+ years' experience in local government servicing Council meetings 	F/I
Job Specific Skills & Knowledge	<ul style="list-style-type: none"> • A demonstrable knowledge of local government decision making structures and processes. • Ability to work with initiative, exercise judgement and take a logical approach to problem solving. 		F/I
Management / Supervisory / Team Working	<ul style="list-style-type: none"> • Evidence of contributing to the efficient functioning of a team, particularly through the completion of tasks allocated within specified deadlines and to standards required. 		F/I
Service Delivery	<ul style="list-style-type: none"> • Commitment to provide effective and efficient services within a performance management framework • Ability to work with internal and external contacts to deliver services. 		F/I
Communication & Contacts	<ul style="list-style-type: none"> • Ability to write clearly and concisely and to interpret accurately Members' 	<ul style="list-style-type: none"> • 	F/I



	<p>decisions at meetings.</p> <ul style="list-style-type: none"> • Presentational skills • Ability to express concepts, facts and arguments both orally and in writing. • Ability to deal with a variety of contacts in a politically sensitive environment. • Ability to act with tact and diplomacy 		
<p>Other</p>	<ul style="list-style-type: none"> • Ability to attend evening meetings and work outside normal office hours to support service activities, particularly elections • Good working knowledge of Microsoft Office software products • Hold a full driving licence and possess or have access to a vehicle available for business use. • Will be required to attend web-cast meetings. • The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects its staff to have an understanding of Safeguarding and to share this commitment. 		<p>F/I</p>

Key:

F = Application Form

I = Interview

A = Assessment