

Democratic Services Officer

Job Description

Position Pay Level: 6

Position Pay SCP: 24 - 29

Salary: £37,711- £42,307 (inclusive of local weighting allowance)

DBS requirement: Basic

Reports to: Local Democracy Manager

Politically restricted post: Yes

Main purpose of Job:

- To provide effective and high-quality support to committees and other meetings, the team, other colleagues and councillors.
- To provide procedural or other advice on allocated areas of work to officers, councillors and members of the public.

Main Accountabilities:

- To be the lead officer allocated for committees, panels, scrutiny working groups, appeal panels etc, undertaking tasks including (but not limited to) the preparation and distribution of work plans, reports, agendas, minutes, and notices in line with statutory and/or local deadlines, action logs and minutes.
- To attend a range of meetings (many of which are in the evening) to provide clerking and procedural support and advice.
- To assist the team in its preparations for meetings or other duties not allocated directly to the postholder.
- To co-ordinate and support the council's non-committee-based decision-making processes.
- To participate in the creation and delivery of the council's member training and development programme (including new member induction).
- To undertake detailed research on a variety of topics, some of which may not directly relate to the individual's area of work, and to prepare associated reports and recommendations for members' consideration.
- To draft briefing papers, reports and policies, and present them to members as appropriate.
- To provide timely and high-quality procedural and constitutional advice and guidance to colleagues at all levels of the organisation, councillors and members of the public.
- To build and maintain effective working relationships and support a variety of individuals with engaging with the democratic process including elected councillors, officers at all levels of the organisation, partner organisations and members of the public.

- To prepare and issue a range of statutory notices.
- To support (or lead on where appropriate) various other duties assigned to the areas of responsibility reporting to the Head of Democratic Services which might include but is not limited to complaints handling, reporting on petitions, updating member records, freedom of information requests and subject access requests, supporting projects, etc.
- To comply with the council's data protection arrangements and maintain discretion.
- To maintain an up-to-date knowledge of local and national developments in local authority governance.
- To provide support to the council's response in the event of a civil emergency.
- To provide support for elections related duties, or other areas within the general level of responsibility for the role, as required.
- Carry out any other reasonable duties as are commensurate with the post.

Person Specification: Democratic Services Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Experience of providing procedural or other advice, to a variety of individuals.	Essential	A/I
	Demonstrable experience of working in a Democratic, Committee and/or Scrutiny Services type role.	Desirable	A/I
	Experience of carrying out a range of sometimes complex administrative or office management tasks.	Essential	A/I/T
	Experience of using moderngov committee management software.	Essential	A/I
Skills and Abilities	Ability to undertake research and produce clearly written, well-reasoned reports.	Essential	A/I/T
	Well-organised, able to work methodically, in a pressurised environment, and manage a range of competing deadlines.	Essential	A/I/T
	Ability to work sensitively in a political environment and respect the need for confidentiality.	Essential	A/I
	Attentive to detail.	Essential	A/I/T
	Excellent IT skills, including the ability to use general office software, and an ability to learn new systems quickly.	Essential	A/I/T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Ability to develop and maintain constructive working relationships with a range of individuals including councillors, officers at all levels of the organisation and members of the public.	Essential	A/I
	Excellent use of written and spoken English and an ability to proofread.	Essential	A/I/T
	Ability to work within and contribute to the development of a team.	Essential	A/I
	Ability to work under own initiative.	Essential	A/I
	Ability to negotiate with, and influence, a range of individuals including councillors, senior officers and members of the public.	Essential	A/I
Knowledge and understanding	Knowledge of the law and practices in which Democratic, Committee and/or Scrutiny Services operates.	Desirable	A/I
Qualifications	English language to a minimum GCSE grade 4 or equivalent (A* - C).	Essential	A
	A relevant professional qualification such as the ADSO certificate in Democratic Services knowledge or ADSO diploma in local democracy.	Desirable	A
	Evidence of further or higher education.	Desirable	A
Other considerations	This role requires some evening work, occasionally at short notice.		
	There will be opportunities to work from home when undertaking this role (in accordance with the Council's policies). However, some office presence is required, particularly when supporting formal meetings or other processes which cannot be carried out from home.		