

**JOB PROFILE**

<b>Post No.</b>	20802/20803
<b>Post Title:</b>	Democratic Services Officer
<b>Unit/Team:</b>	Democratic Services
<b>Grade:</b>	Scale D
<b>Service:</b>	Business Transformation
<b>Reports to:</b>	Democratic and Leadership Support Lead Officer
<b>Issue Date:</b>	March 2024

**PURPOSE OF THE JOB**

Working as part of a team under the direction of the Democratic and Leadership Support Lead Officer to service a number of committees, task groups and working parties and undertake any administrative tasks arising from these meetings.

To provide administrative support for the scrutiny and democratic services function.

This to be in accordance with the Council's Constitution.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 Services meetings of various Committees, Task Groups, Working Parties and other meetings by the electronic preparation of agendas, reports and minutes.
- 1.2 Covers for other members of the section when absent through illness or other leave.
- 1.3 Attending meetings assigned and taking notes.
- 1.4 Liaising, as necessary, with officers of the Council and outside bodies.
- 1.5 Undertaking work arising from meetings assigned, including correspondence, reports and liaison with officers of other departments and outside bodies in implementing decisions of meetings.
- 1.6 Maintains various Registers.
- 1.8 Organising civic ceremonial and other events.
- 1.9 Helps with the training of other Democratic Services Officers in the Section.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Researches legislation, circulars, reports and other publications and prepares draft reports as directed.
- 2.2 Prepares draft public notices for occasional publication in the local press.
- 2.3 Gives general assistance to the Democratic Services Team and, as necessary, to other teams within the Council.
- 2.4 Such other administrative duties as may be assigned from time to time.
- 2.5 Any other reasonable duties as requested by your line manager, in line with your skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES (ie List the job titles of the staff and numbers)**

None

## **4. FINANCIAL RESPONSIBILITIES**

Raising purchase orders for services and goods used within the team.

## **5. RESPONSIBILITY FOR ASSETS AND DATA**

To be responsible for all data and assets as required for the role.

## **6. EXTENT OF PUBLIC CONTACT**

The postholder will have extensive contact with councillors, political group leaders on the Council, together with Executive Directors and senior officers within the Council. Externally, the post holder will have regular contact with members of the public, the press, officers in other local authorities and with local and national organisations.

## **7. WORKING CONDITIONS AND ENVIRONMENT**

The post holder is required to attend evening meetings. The post holder can choose to claim overtime for these or have time off in lieu. Occasional attendance at civic events held at weekends may be required.

## **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities

and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## 9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

**Signed as agreed:**

Manager

Date

Postholder

Date

## PERSON SPECIFICATION



### Post: Democratic Services Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Possession of a minimum of 5 GCSEs at grade C or above, including English or English Language	E	A
Knowledge of Local Government	E	I
Excellent verbal communication skills to communicate in a clear, concise and diplomatic manner with councillors, officers at all levels and with members of the public.	E	I
Written communication skills to prepare reports and agendas for Council, Cabinet, Committees, task groups and working parties and prepare minutes of these minutes – all using Microsoft Word.	E	A
Flexible approach to work. A willingness to work outside of office hours to attend evening meetings.	E	I
The ability to work under pressure and prioritise tasks to meet service standards and deadlines.	E	I
Excellent team working skills.	E	I
Computer skills and, in particular, the ability to use Microsoft Office software.	E	A
Use of initiative and the ability to work without constant supervision.	E	I
Organisational, planning and administrative skills	E	A, I
The ability to deal with a range of administrative functions connected with committee administration.	D	I
Previous experience in servicing meetings in the public or private sector.	D	I
Association of Democratic Services Officers Diploma; or similar knowledge gained through experience in a Democratic Services team.	D	A, I
The ability to demonstrate political awareness.	D	I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D