

Job Description

Job Title:	Senior Democratic Services Officer
Grade:	PO4
Department:	Chief Executive's Office
Division:	Legal and Governance
Reporting to:	Head of the Chief Executive's Office & Democratic Services

Main Purpose of Job

1. To supervise and lead a team of staff who support the Council's decision making processes including Overview and Scrutiny and member development, having regard to legislative requirements and frameworks.
2. Proactively manage and support all aspects of Overview & Scrutiny including commissions in accordance with local procedures, council policy and best practice
3. Assist in monitoring the corporate governance framework for the council and ensure the highest standards of governance are applied in the team's work and to have oversight of compliance with decision making.
4. To provide, Co-ordinate and maintain high quality administrative support to a range of decision-making and/ or other meetings, in close liaison with Chairs (including the Leader of the Council. other Cabinet members, Chief Whip and other leading Members etc) strategic directors, other senior officers and partners.
5. Establish and maintain extensive corporate and political awareness and give appropriate advice on the interpretation of the Constitution and supporting administrative procedures in this context.
6. Maintain effective networks with the public, members, officers and partners to support the work of committees, boards and bodies as assigned and the member the development programme, and to provide relevant information and support to those arrangements as necessary.

Summary of Duties:

1. Ensuring proper arrangements are made for all meetings, including the prompt and effective preparation and despatch of agenda and minutes, within strict deadlines.
2. Manage aspects of staff supervision and development, rewards, appraisals, recruitment, timesheets, sickness and absence, disciplinary and grievance, and training.
Actively lead the servicing of key meetings such as Cabinet, Council, Overview and Scrutiny and key council partnership bodies etc.

3. Ensuring that all financial controls are adhered to by maintaining systems to support members, including member allowances, expenses and electronic information systems such as the members' portal, delegating where appropriate.
4. Ensure the team has a good understanding of the needs of customers, ranging from officers, members, and the public to external stakeholders. Assist with customer satisfaction surveys and making changes to the service as a result.
5. Liaise with senior officers and members as appropriate, exercising discretion and political sensitivity in these matters.
6. To liaise closely with members and to organise the work of committees using work programmes and other planning methods.
7. To negotiate with officers in respective departments to support the work of the Committee/s, providing relevant information and officer support to assist the Committee in their inquiries.
8. To ensure that relevant service departments/partners are kept informed of the work of the Committee/s and timely updates are reported through formal mechanisms, where appropriate.
9. Take an innovative approach to continually improving and updating services for officers and members, taking account of best practice elsewhere. Assist the Democratic Services Manager by reviewing operational procedures, promoting democracy and make recommendations for change and implement these.

Additional Duties & Responsibilities

1. To ensure that all duties and responsibilities are performed in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Personnel Policies and Procedures, Health and Safety Policy and Information Governance etc.
2. To take responsibility, appropriate to the post for tackling any form of discrimination and to promote the Council's Equal Opportunities Policy.
3. To keep up to date of professional developments, legislative changes and best practice, applying updated knowledge to across your areas of work as well as providing training to others.
4. To undertake any other project work as may from time to time be directed by the Democratic Services Manager or Head of Legal and/or the Monitoring Officer.

**Person Specification
Senior Democratic Services Officer (PO4)**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			Short List Criteria
Qualification	Q1	Education to degree level or equivalent experience.	✓A
Key knowledge	K1	Advance knowledge of democratic engagement issues and initiatives	
	K2	Advance knowledge and understanding of governance processes and the issues affecting local government in this area as well as overview and scrutiny	✓A
Experience	E1	Experience of managing staff	
	E2	Experience of successfully delivering service improvements	
	E3	Experience of using a committee decision management system (such as modern.gov) to publish, agendas, forward plans, councillors information and also using the back office functions for general updating, setting up committees, adding users and creating workflows.	✓A
	E4	Experience of providing advice to councillors and officers on decision making processes, overview and scrutiny and constitutional matters	✓A

Key Behaviours		<p>Focuses on People</p> <p>Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact.</p>	✓A
		<p>Takes Ownership</p> <p>Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p>	✓A
		<p>Works collaboratively</p> <p>Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p>	✓A
		<p>Communicates Effectively</p> <p>Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	
		<p>Focuses on Results</p> <p>Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p>	