

Job Description

Job Title:	Democratic Services Officer
Grade:	PO1
Function:	Democratic Services
Division:	Legal and Governance
Department:	Chief Executive's Office
Reporting to:	Head of Chief Executive's Office & Democratic Services Manager /Deputy Democratic Services Manager/Senior Democratic Services Officers
Responsible for:	none

Main Purpose of Job:

1. To be responsible for servicing Council committees, sub-committees, working parties, other member-level bodies, and key officer groups supporting decision making.
2. To be familiar with the democratic arrangements in the Council and to advise Chairs, members and officers in the interpretation of Standing Orders, governance arrangements, decision-making processes and other procedural matters.
3. To record decisions of meetings, write and process questions, references and Council reports, notify officers and Members promptly of Committee decisions, allocate and notify those concerned of action to be taken.
4. To service quasi-judicial bodies (e.g. education admission and exclusion appeals) and at those meetings to give appropriate advice to members, staff and the public to ensure that proceedings accord with relevant legislation, principles of natural justice and internal procedures.
5. To undertake special projects to improve the services provided by Democratic Services.

Summary of Duties:

1. To take responsibility for servicing any of the Council's formally constituted bodies or other informal meetings in accordance with the Council's procedures.
2. To develop detailed knowledge of local government administrative law.
3. To be responsible to the Chief Executive, without reference to her/him, in accordance with the Council's corporate arrangements for report preparation and submission, for the content of all committee reports within the work areas allocated and prescribed deadlines.
4. To research and prepare replies for signature by the Leader of the Council, the Mayor etc.

5. To assist the Head of the Chief Executive's Office and Democratic Services Manager in the development and implementation of the political structure for the Council in line with legislative framework.
6. To advise on and support different methods of community involvement utilized within the Council, including public notice questions, petitions, speaking rights at public meetings and any other specially designed democratic engagement tool as appropriate and relevant.
7. As directed by the Head of the Chief Executive's Office and Democratic Services Manager, to participate in corporate initiatives linked with a rigorous regime of performance indicators and efficiency measures in the provisions of services.
8. To undertake all duties with regard to Health and Safety legislation and equality of opportunity.
9. To undertake any other project work as may from time to time be directed by the
10. Head of the Chief Executive's Office and Democratic Services Manager.
11. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

**Person Specification
Democratic Services Officer (PO1)**

<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 Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a “Tick” (✓) on the person specification when you complete the application form.</p>	<p>Shortlisting Criteria</p>
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Disability Confident is a scheme that is designed to help you recruit and retain disabled people and people with health conditions for their skills and talent. If the candidate meets all the essential role criteria – a guaranteed interview should be undertaken.

Qualifications	Q1	A degree or equivalent experience	A✓
Key knowledge	K1	Knowledge and experience of working within a democratic services role	
	K2	Knowledge of modern. gov , similar committee management system, database or customer relationship management (CRM) system and experience of using the system daily, using a variety of functions within the system to enhance management processes and procedures and to develop new projects to assist the organisation.	A✓
Key Experience	E1	Experience of servicing committees, working parties and quasi-judicial meetings.	A✓
	E2	Experience of drafting formal and sometimes complex letters, reports, and/or minutes and notes of meetings.	A✓
	E3	Experience of providing advice to councillors and officers on decision making processes and constitutional matters	
Key Behaviours		Focuses on People 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.	
		Takes Ownership 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.	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>	A✓
		<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>	
Special Requirement	SR1	S1 Able to attend evening meetings on a regular basis	A✓