Lambeth

Job Description and Person Specification

Democratic Services Officer

A Lambeth to be proud of



Job Title: Democratic Services Officer

Grade: PO1

Department: Finance and Governance

Division: Legal and Governance

Business Unit: Democratic Services

Reports to: Head of Chief Executive's Office & Democratic Services /Deputy Democratic Services Manager/Senior Democratic Services Officers

Responsible for: None

Context

Democratic Services work at the heart of the council supporting it's decision making and governance arrangements of the Council; providing support and advice to councillors Council officers and members of the public.

Job Purpose

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.

Responsibilities

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 Headо fot he Chief Executive's Office and Democratic Services Manager in the development and implementation of 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 Head of the Chief Executive's Office and Democratic Services Manager.

10. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

PERSON SPECIFICATION

Democractic Services Officer

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. 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 "Ticks" (✓) on the person specification when you complete the application form.			**Shortlisting Criteria**
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Qualification		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
Relevant 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	

Core Values and Behaviours		**Equity** • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others.	

		• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as **one team for Lambeth**, encouraging everyone to play their part • Take positive action to ensure **everyone** in my team has opportunities to **learn and grow** at work • Encourage everyone to **be themselves** at work and value who they are • I am inclusive and actively **celebrate diversity,** recognising everyone in my team as individuals.	
		Kindness • Treat each member of my team with **respect and dignity** just as I would want for myself. • **Encourage** each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.	
		Accountability • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for	

		performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.	
		Ambition • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.	