

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Post Title:</b>	Democracy Support Officer
<b>Service Area:</b>	Corporate Services
<b>Reports to:</b>	Senior Democratic Services & Scrutiny Officer
<b>Scale:</b>	Grade 4
<b>DBS:</b>	No

### Overall Purpose of Job

- To aid the decision making process of the Council through effective management and administration of Committee and other member bodies.
- Provide advice and guidance to Scrutiny working groups, assisting members to scope reviews and formulating recommendations
- To provide support and advice on democratic processes to Officers and elected Members

### Key Roles, Tasks and Responsibilities

	<b>Key Roles, Tasks and Responsibilities</b>
1.	Preparation of Council, Cabinet Executive, Committee, Sub-Committee meetings as directed, including preparing reports, agenda, advising on and recording decisions at all meetings and dealing with any follow up work including minutes utilising the Council's Committee Management system.
2.	To attend and support the Scrutiny Commission and Scrutiny Working Group meetings, undertake research and draft reports based on Working Group findings.
3.	To support the Scrutiny Commissioners and the development of the Scrutiny Work Programme.
4.	Maintaining the Civica Modern.gov Committee Management System including dealing with updates to the system and making recommendations for change/improvements.
5.	To administer Zoom meetings to create and host virtual Council and Committee meetings and make arrangements for the livestreaming of meetings on the Council's website.
6.	Advising Members and Officers as required on constitutional and procedural matters, including Disclosures of Interest.
7.	To assist with the Member Development training programme, including supporting Members in using Microsoft applications and Apple devices and in the provision of member support as required.
8.	To maintain the Councillors personal and training records and administer members expenses.
9.	To act as first point of contact for all enquiries of the team.
10.	To develop and maintain a knowledge of relevant legislation, technology and information systems.
11.	To assist the (Deputy) Returning Officer with the preparations and conduct of elections

	and referenda.
12.	To provide support in processing of electoral registration data, and all other associated work, for the preparation and compilation of the electoral register, including absent voters, service and overseas applications.
13.	To assist in maintaining up to date information in relation to Democratic Services, Scrutiny, electoral registration and elections which appear on the Council website.
14.	To perform any other duties as may be assigned to the post by the Corporate Services Group Manger, Democratic Services, Scrutiny & Governance Manager and/or Senior Democratic Services Officer across the area of Corporate Services.
15.	Attendance at evening Council Meetings/Committees will be required.

<b>Post Characteristics</b>	
Qualifications, essential experience	Minimum of GCSE in Maths and English Office experience with use ICT systems and Internet.
Allowances	None
On call/emergency situations	None
Politically restricted posts	Yes

<b>Health and Safety Responsibilities -</b>	
1.	To be familiar with and at all times comply with <ul style="list-style-type: none"> <li>the Council's general health and safety policy,</li> <li>the Council's specific health &amp; safety policies and procedures as detailed in the Council health and safety policy documents, and</li> <li>local department specific health and safety procedures as amended or added to from time to time.</li> </ul>
2.	To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
3.	To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
4.	To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
5.	To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

<b>Emergency Planning/Response Responsibilities</b>	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

<b>Job Description Details</b>	
Reviewed by:	Democratic Services, Scrutiny and Governance Manager
Approved by:	All
Evaluated:	Yes
Latest Version Date:	July 2022

## PERSON SPECIFICATION

Job Title Democracy Support Officer

Division Democratic Services (Corporate Services)

Date completed July 2022

Completed by Democratic Services, Scrutiny and Governance Manager

Criteria	Essential(E)/ Desirable(D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
Committee Administration	D	3,4
Agenda preparation and minute taking	E	2,3,4
Public sector environment	D	3,4
<u>Skills/Abilities</u>		
Excellent oral and written communication skills	E	3,4
Comprehensive IT skills, proficient in the use of Microsoft office packages, Apple devices, data base management and website content development	E	2,3,4
Able to work as part of a small team	E	4
Exceptional organisational skills	E	4
Able to prioritise and co-ordinate own workload and take responsibility for tasks displaying confidence in undertaking time sensitive tasks	E	3,4
Ability to carry out research and analyse information	E	2,3,4
Can demonstrate problem solving skills and use of initiative	E	2,3,4
Demonstrable confidence in advising and speaking to a wide range of audiences including senior managers, Councillors and the public	E	2,3,4

Criteria	Essential(E)/ Desirable(D)	Method of Assessment
<u>Experience</u>  Project administration  Variety of I.T applications  Providing excellent customer service to a wide audience	E  E  E	3,4  3,4  3,4
<u>Qualifications/Training</u>  GCSE Level English & Maths or equivalent  Business Administration Qualification  Degree or equivalent	E  D  D	3,5  3,5  3,5
<u>Other</u>  Able to attend evening meetings and work flexibly in terms of working hours	E	4

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence