

HARBOROUGH DISTRICT COUNCIL – JOB DESCRIPTION

POST TITLE: Democratic Services Officer

SERVICE AREA: Democratic Services and Elections

TEAM: Democratic Services

GRADE: 6

RESPONSIBLE TO: Senior Democratic Services Officer

RESPONSIBLE FOR:

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Casual Car User Allowance
3. Required to attend evening meetings
4. The post is politically restricted

DATE ISSUED: October 2024

JOB PURPOSE:

1. To support the Council's democratic structure and functions through administration of Council and Committee meetings and decision making
2. To directly support and develop the Council's Overview and Scrutiny Panels
3. To provide advice to Councillors and officers on meetings, decision making and wider governance matters.
4. To ensure other governance responsibilities of the team are delivered under the direction of the Senior Democratic Officer.

JOB ACCOUNTABILITIES:

1. To ensure the allocated formal meetings of Council, Cabinet and their Committees and sub-Committees and other formal decision making processes are delivered in line with all legal and Constitutional requirements, are transparent, effective, efficient and operate in line with best practice.
2. To provide full administrative and clerking support to all allocated committees, including publication of notices, support for report authors, officers and Committee Chairs and Members, preparation and circulation of agenda, management of the meeting, including livestreaming, and the timely drafting of accurate minutes.
3. To provide constitutional and procedural advice to members and officers at all levels of the organisation on governance and decision making matters, including in meetings.
4. To assist in the co-ordination and preparation of reports for meetings liaising with report authors to ensure that agenda are despatched in accordance with statutory deadlines.
5. To deliver effective direct support for the Overview and Scrutiny Panels and development of the function, including work programme planning and management, support for Chairs and members of Scrutiny Panels, report and recommendation writing and tracking and liaison with Officers and Executive Councillors regarding their responsibilities in relation to Scrutiny.
6. To keep up to date with relevant changes in legislation and best practice and to support the roll out of any required changes across the organisation.
7. To present, when required, reports to Committee to enable full consideration of issues.
8. To support the delivery of relevant Member and officer training and development.
9. To deputise for the Senior Democratic Services Officer including attendance at meetings of the Council, Cabinet and other meetings as may be required.
10. To support projects relating to the Democratic department.

Other

As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

Health and Safety

To be familiar with and always comply with:

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

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.

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.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

Safeguarding

To carry out our legal and moral responsibilities to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer (DSO) or in the absence of a DSO personally making the referral in line with the Council's Adult and Children's Safeguarding Policy.

Equalities

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities. Health and Safety, Safeguarding and Communication and involvement policies.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Democratic Services Officer				
TEAM:	Democratic Services				
POST NO:		GRADE:	6	WEEKLY HOURS:	37
ALLOWANCE:	Casual User				
CONTRACT TYPE:	Permanent				

CRITERIA FOR SELECTION: (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS: (A clear definition of the necessary criteria)	ADDITIONAL/USEFUL REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)
Qualifications	<ul style="list-style-type: none"> Good general education, including GCSE Maths and English Language (grade C or above) or equivalent or be able to demonstrate equivalent aptitude. Willingness to study for the ADSO certificate in Democratic Services/ Diploma in Local Democracy 	<ul style="list-style-type: none"> Diploma in Local Democracy ADSO Certificate in Democratic Services
Experience	<ul style="list-style-type: none"> Experience of working on projects in a supportive and enabling role Experience of managing own workload and working to tight deadlines Experience of drafting formal written work 	<ul style="list-style-type: none"> Preparing agendas Report writing Experience of local government or another public sector environment Experience of using committee management systems such as CMIS or modern.gov
Skills	<ul style="list-style-type: none"> Excellent interpersonal, written and verbal communication skills 	

	<ul style="list-style-type: none"> • Ability to form good working relationships and work collaboratively in a team • Understanding of and ability to work effectively in a political environment • Ability to set and prioritise own objectives and workload to meet strict deadlines • Excellent organisational skills • Ability to use Microsoft office packages including Word, Excel, and outlook as well as other IT packages. • Able to quickly understand and interpret complex issues and communicate them to others • Ability to maintain confidentiality • Ability to write accurate minutes of meetings 	<p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I, T</p> <p>I</p> <p>A, I, T</p>		
Other	<ul style="list-style-type: none"> • Able to attend evening meetings • Willing to comply with the requirements of a politically restricted post 	<p>I</p> <p>I</p>		
Assessment Legend	Application Form = A	Interview = I	Test/Assessment = T	Evidence (i.e. Certificate) = E