

Job Description and Person Specification

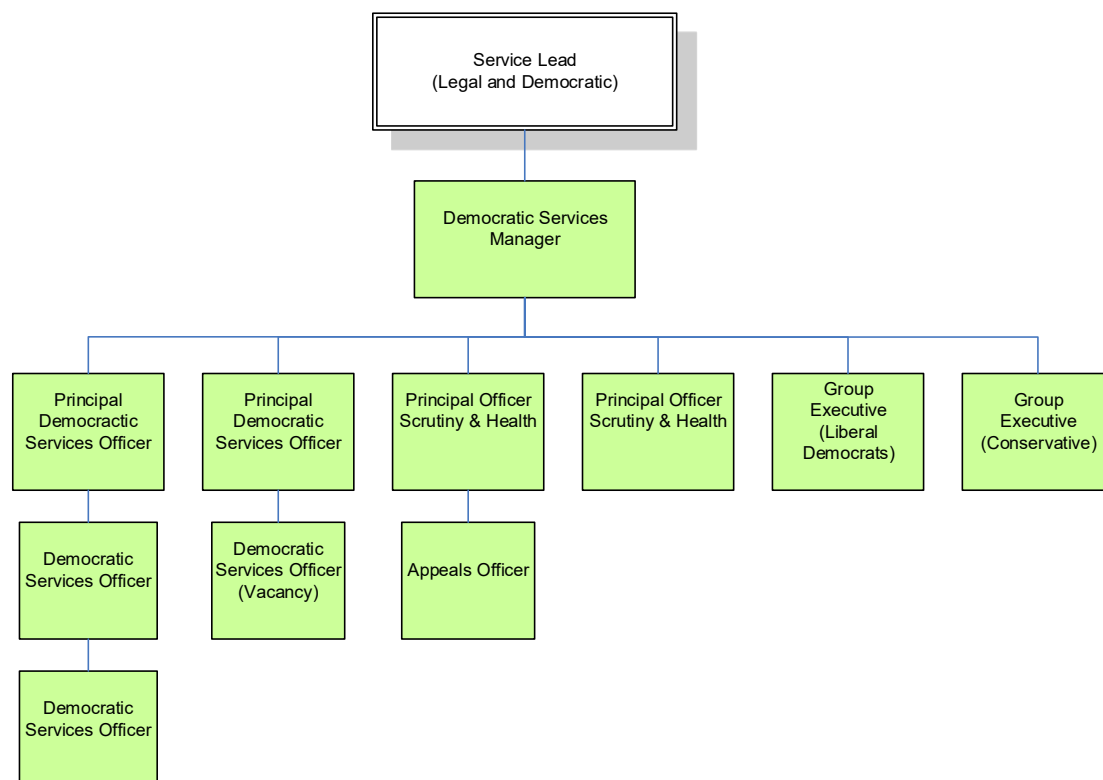
Job title:	Principal Democratic Services Officer
Directorate:	Resources
Service:	Strategy & Governance
Team:	Legal and Democratic Services
Post number:	05126
Salary grade:	J
Work location:	Market Street
Reports to:	Democratic Services Manager
Supervises:	2 FTE

Job Purpose

Supporting the Democratic Services Manager in ensuring the efficient and effective administration of the Council's meetings, including the Council and its committees and Executive. This includes supporting the management and monitoring of the Council's Forward Plan.

The post holder will work closely with Members, Portfolio Holders, the Senior Management Team, and Service and will provide advice on governance and decision making processes.

Structure Chart



Main Duties and Responsibilities

- To support the Democratic Services Manager in managing the democratic process of the Council, the Executive, their committees and associated bodies and to ensure that the business of the Council and the Executive is transacted efficiently and effectively.
- To support the Democratic Services Manager in the management and monitoring of the Forward Plan, ensuring that meetings are planned and scheduled in an effective manner.
- To provide advice and information as required to the Leader of the Council, Portfolio Holders and Members.
- To produce reports for Council on matters relating to the administration and governance of the authority.
- To advise Members on Code of Conduct issues and to support the administration of standards complaints.
- To be responsible for the management and development of officers in the team, including the prioritisation of workloads.
- To be responsible for supporting meetings of the Council including Planning Committees, Licensing Committees and other informal Task Groups and Boards.
- To ensure compliance with legislation, policies and procedures.
- To provide innovative and imaginative solutions to service issues.
- To participate in corporate projects as required.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

The post is responsible for supporting effectively the democratic processes of the Council and as such, is responsible for ensuring that the processes are appropriately managed in a public setting. The post holder will work closely with Senior Officers and Members to assist in the above.

The post holder will manage 2 officers in the Democratic Services Team.

Forward planning of 18-24 months ahead.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Degree in a relevant subject or equivalent level of experience and expertise	E	1
Management qualification	D	1
Experience		
At least 3 year's experience of providing democratic and administrative support.	E	1
Experience of providing administrative support in public meetings.	E	2
Experience of providing advice on process and procedure in a public	D	1

forum		
Experience of leading and managing a team	D	2
Project management experience	D	3
Knowledge and understanding		
Sound knowledge and understanding of the working of local authorities, and the legal framework within which they operate.	E	1
Political awareness and an understanding of the local government environment	E	2
Understanding of, and commitment to, equality of opportunity in its widest sense.	E	3
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to manage staff supporting the Council's governance processes.	E	3
Ability to communicate effectively with a wide range of people, both verbally and in writing	E	4
Excellent administrative and organisational skills	E	5
Well-developed influencing and negotiating skills	D	1
Work-related personal qualities		
Ability to prioritise and manage a complex workload with minimal supervision	E	1
Ability to lead, motivate and work as part of a team	E	2
Good customer service knowledge, skills and experience	E	3
Good problem solving skills	D	1
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	Yes	
Ability to work occasional evenings to attend Council meetings	Yes	
Full, driving licence	Yes	