

**JOB DESCRIPTION & PERSON SPECIFICATION**

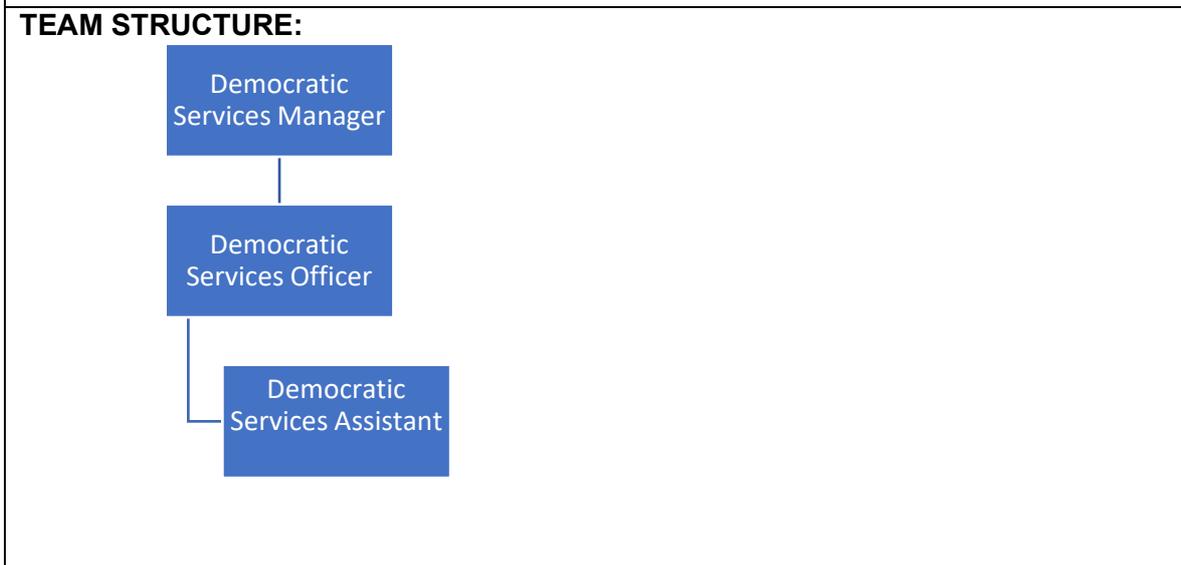
<b>Director Area: GL CCA</b>	<b>Job Ref Number:</b>
<b>Service Area: Resources</b>	Grade: G6

**Job Title: Democratic Services Assistant**

**PURPOSE OF JOB:**  
 You will be part of a team that is crucial in ensuring smooth governance, within the Greater Lincolnshire Combined County Authority (GLCCA). The postholder will support elected Members, senior officers, and partners, contributing to transparent, effective, and well-governed decision-making.

**The role will be required to:**

- Contribute to the delivery of the democratic services function.
- Deliver comprehensive administrative support to the democratic services team, undertaking all related administrative duties.



**MAIN DUTIES:**

1	Support with the organisation of meetings, ensuring agendas and minutes are produced and distributed in a timely manner.
2	Assist the Democratic Services Officer as directed, and where appropriate provide advice to relevant parties.
3	Ensuring that all published reports meet the agreed standard, supporting openness, transparency, and democratic accessibility.

4	Signposting and advising Members, officers, and external stakeholders on the content and interpretation of the Combined Authority's Constitution and relevant legislation, as required.
5	Monitoring the democratic services inbox, responding to queries or forwarding to an appropriate colleague as appropriate.
6	Have a political awareness and help ensure meetings proceed in a lawful and timely manner.
7	Develop and maintain strong working relationships with colleagues across the GLCCA and external stakeholders.
<p><b><i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i></b></p> <p><i>This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.</i></p> <p><i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i></p>	

### Person Specification

Requirements	Where identified*	Essential/Desirable
1. NVQ Level 3 or equivalent.	A	E
2. Knowledge and understanding of the political nature of Local Government and the need for confidentiality and sensitivity.	A/I	E
3. An understanding of the role of a Combined County Authority.	A/I	D
4. Sound writing and English skills		E
5. Awareness of regional and national developments and political awareness.		E
6. Effective time management and an ability to prioritise workloads.		E
7. Good IT skills and knowledge with the ability to maximize the use of IT to the benefit of the service		E
8. Confident and capable of learning, adapting to, and implementing new systems, with the ability to facilitate meetings via Microsoft Teams.		E
9. High level of attention to detail.		E