

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 5280

Service Area: Democratic Services

Grade: 15

Job Title: Head of Democratic Services & Statutory Scrutiny Officer

PURPOSE OF JOB:

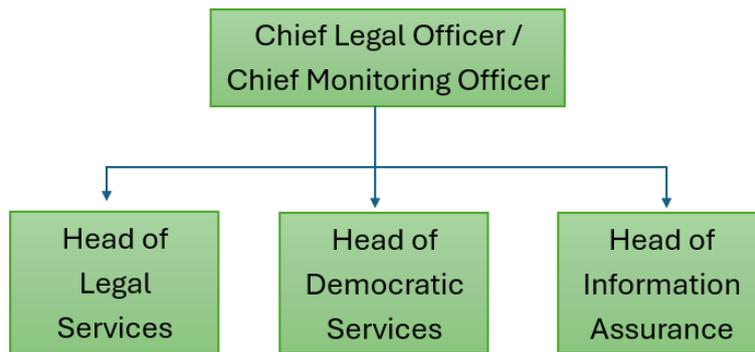
To lead, develop and manage Democratic Services to ensure that:

- a) the Council's decision making and governance arrangements are undertaken in accordance with the Constitution and statutes.
- b) all Councillors can fulfil their functions; and
- c) staff and processes are highly effective and efficient.

To act as the Council's Statutory Scrutiny Officer in accordance with S31 of the Local Democracy, Economic and Construction Act 2009 (as amended by the Localism Act 2011).

To contribute as part of the Executive Director's wider Leadership Team, to the creation of one organisation, giving leadership to the communities Lincolnshire County Council serves, working effectively in partnership with others to develop effective corporate solutions to the challenges the Council faces.

STRUCTURE CHART:



MAIN DUTIES:

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| 1 | <p>To contribute and/or lead in the development and implementation of Service strategies and delivery plans to meet the Council's targets and objectives.</p> <p>To ensure that Democratic Services is appropriately organised and structured to meet the Council's statutory obligations, recognised best practice and where appropriate any national and local performance indicators.</p> <p>To lead, inspire and develop the people within the Service to ensure the effective</p> |
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	<p>delivery of services to councillors, the Council and to the public.</p> <p>To look to continuously improve the services provided by Democratic Services identifying where possible, value for money savings and managing within allocated budgets.</p> <p>To work with the Executive, the relevant portfolio holder, and elected members to assist in the realisation of the Council's vision, aims and objectives and to support the democratic processes of the Council.</p> <p>To establish and develop effective partnerships to enable delivery of the Service's objectives, across the Council and with other Councils, statutory agencies and with the private and voluntary sectors.</p> <p>To ensure the way in which resources in the Service are managed reflects the agreed values, culture, and style of the Council.</p>
2	To ensure that all councillors' activities are supported and managed in such a way that councillors can fulfil all their responsibilities effectively and in a way that complies with all statutory and other requirements.
3	To actively support the Chief Executive, Executive Directors and other senior managers and all councillors to ensure that they build strong effective relationships capable of delivering strong community, political and managerial leadership including the management of the forward plan processes, management of information and other processes to ensure a "no surprises" culture is developed and maintained.
4	To act as the Council's principal adviser on matters related to democratic services and the support of councillors in the discharge of their role, including advising councillors on declarations of interest, and to discharge the role of Statutory Scrutiny Officer.
5	To support and work closely with the Council's Monitoring Officer and work with others to ensure good governance in the Council.
6	To attend and facilitate the actions arising from the informal meetings between the Chief Executive and the Leader, informal Corporate Leadership Team (CLT)/Executive meetings, and meetings of group leaders.
7	To ensure that all formal and ancillary informal meetings, including those involving outside bodies as appropriate, including partnerships, are properly supported and administered.
8	To ensure effective support is provided to the policy development, performance management, and scrutiny functions of councillors including developing and facilitating new approaches to this work to reflect best practice.

9	To take responsibility for risk management associated with the delivery of the Service, and to maintain business continuity plans.
10	To monitor and evaluate the operation of the Council's constitutional arrangements and, in consultation with the other relevant officers, ensure that the same are kept under review and modified accordingly.
11	To support the Monitoring Officer in the administration of the Council's Arrangements for handling complaints against councillors under the Council's Code of Member Conduct.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
<p>The post requires the ability to undertake work of a complex and diverse nature which necessitates knowledge and skills at an advanced level in a number of specialist disciplines including local government law, political astuteness, finance, relationships and engagements, management, Constitution procedure, and communications.</p>	A/I/P	E	
<p>The postholder will be educated to degree level.</p>	A	E	
<p>The postholder will be an experienced manager, who must demonstrate, through knowledge and experience, that they can effectively perform the duties of the post.</p>	A/I/P	E	
<p>The postholder will also be expected to have:</p> <ul style="list-style-type: none"> • Excellent presentation, written and verbal communication skills. • Excellent people skills • Excellent understanding of financial systems, budgetary monitoring and systems • Effective management of budgets • A high level of knowledge and understanding of governance processes. • Demonstrable experience of managing and implementing change. • The ability to quickly establish strong positive relationships across the organisation at all levels, including councillors and co-opted members. • The ability to influence others effectively. • The ability to establish credible relationships across partners and other external organisations that command professional confidence. 	A/I/P	E	

The ability to demonstrate effective motivational leadership and vision to staff at all levels including a positive attitude to change to develop and maintain services in a constantly changing environment.	A/I	E	
The ability to make decisions that impact on: <ul style="list-style-type: none"> the governance of the Council; relationships between councillors and staff; the effectiveness of councillors in their various roles and responsibilities; and making recommendations that affect the whole of the organisation and its relationship with communities and its public reputation. 	A/I	E	
Commensurate experience in being able to demonstrate the ability to effectively discharge the role of Statutory Scrutiny Officer (as defined in S31 of Local Democracy, Economic and Construction Act 2009. The role cannot be held by any of the three other statutory officers designated in the Local Government and Housing Act 1989, so it has a degree of autonomy, yet must work closely with the other statutory officers, particularly the Monitoring Officer.) To act as the Council's principal adviser on the running of the Council's democratic decision-making processes and to take decisions and make recommendations on all issues within areas of responsibility.	A/I/P	E	
Ability to translate complex local government law and practice and the Council's Constitution into effective processes and action.	A/I	E	
Understand the implications of changes to local government law and practice and recommend changes to the Council's Constitution, decision-making processes, and practices.	A/I	E	
Ability to respond to councillors' desires for change in governance and organisation by	A/I	E	

developing suitable working groups where effective discussions can take place.			
Ability to envisage innovative options for committee organisation, decision making processes and methods of scrutiny and communicate these effectively.	A/I	E	
Experience in dealing with Code of Conduct related complaints against councillors and advising councillors on declarations of interest.	A/I	D	
Ability to identify councillors' development needs and create suitable programmes of training that enable councillors to extend their influence, representative roles, and accountabilities.	A/I	E	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to perform the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.