

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: TBC

Service Area: Democratic Services

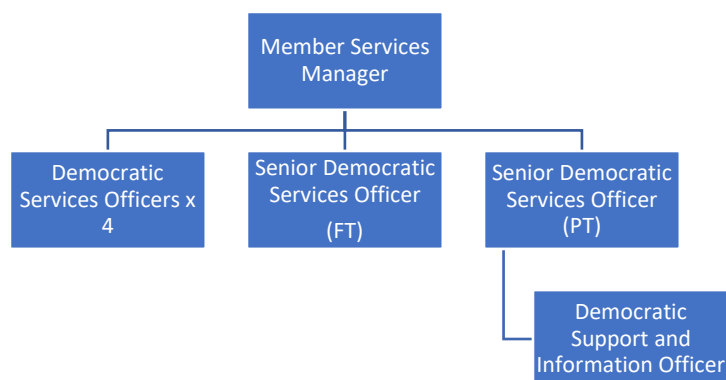
Grade: 8

Job Title: Democratic Services Officer (Secondment)

PURPOSE OF JOB:

To ensure the effective operation of the Council's governance functions, which will include providing support to a variety of bodies including the Council, the Executive, Committees and Sub-Committees, partnership bodies and panels, and external countywide bodies to which Lincolnshire County Council is the host authority for Democratic Support (including the GLCCA)

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | To support the Council's decision-making processes and governance arrangements, organising agendas, arranging and attending meetings of the Council, the Executive, Committees and Sub-Committees, partnership bodies and panels, and external countywide bodies to which Lincolnshire County Council is the host authority for Democratic Support (including the GLCCA), recording decisions and advising Members, officers and the public as required on matters of procedure. |
| 2 | To contribute to long term planning and management of council business and governance arrangements. |
| 3 | To ensure the effective operation and planning of the Council, the Executive, Committees and Sub-Committees, partnership bodies and panels, and external countywide bodies to which Lincolnshire County Council is the host authority for Democratic Support (including the GLCCA) by issuing documents within legal timescales and recording proceedings in accordance with statutory regulations. |
| 4 | To communicate to the public, partners and colleagues decisions of the Council, the Executive, Committees and Sub-Committees, partnership bodies and panels, and external countywide bodies to which Lincolnshire County Council is the host authority for Democratic Support (including the GLCCA) and monitor the implementation of these decisions. |

5	To supervise and facilitate the webcasting of meetings.
6	To provide advice and support to the Council, the Executive, Committees and Sub-Committees, partnership bodies and panels, and external countywide bodies to which Lincolnshire County Council is the host authority for Democratic Support (including the GLCCA) and their Chairmen, lead Members and officers in particular relating to the operation of the governance structure, in accordance with the constitution, the law of meetings, scheme of delegation, quasi-judicial and ethical matters and the overview and scrutiny process.
7	To facilitate the work of elected Councillors and added Members by drafting reports in relation to the governance of the Council.
8	To advise Chairmen and relevant officers on the effective operation of meetings including pre-planning and following up matters arising, including correspondence, briefings, enquiries, liaison with other sections and departments of external organisations.
9	To quality check reports from officers prior to publication and distribution to ensure they meet corporate standards and advise on any required changes.
10	To advise and support all officers on the governance process, working with elected Councillors and added Members as required.
11	To assist in the effective management of the Council's representation on outside bodies and provide support for Members' national and regional roles.
12	To develop strong and effective links with other teams to ensure the effectiveness and consistency of support given to all Members of the council by the democratic services function, including effective coordination between the Council, the Executive, Committees and Sub-Committees, partnership bodies and panels, and external countywide bodies to which Lincolnshire County Council is the host authority for Democratic Support (including the GLCCA).
13	To ensure that high standards of work and performance are maintained, maximising the use of other technologies.
14	To work flexibly. This may include working outside normal business hours and occasional weekends to meet Members' needs.
15	To oversee County Council elections including the collation and communication of results to support colleagues and the general public.
16	To support the office of Chairman and Lord Lieutenant as required.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Relevant experience of working with at a similar level and on comparable work within a Local Authority or large public sector organisation.	A	E	

Awareness of Member support and constitutional matters including the Member code of conduct.	A	E	
Knowledge and understanding of Local Government law and administration in relation to the roles of Councillors and the conduct of meetings.	I	E	
An understanding of the political nature of Local Government and the need for confidentiality and sensitivity.	A	E	
To be up to date with the law and guidance in relation to the work area of the team and to review procedures, systems and guidance as appropriate.	A/I		D
Ability to operate the webcasting of meetings.	A/I		D
Effective interpersonal and communication skills.	A/I	E	
Flexibility and willingness to be involved in a variety of council activities including civic work and elections displaying a 'can do' attitude.	A/I	E	
Strong organisational skills with attention to detail.	A	E	
Experience of and ability to prepare clear and concise minutes, reports, work programmes, and decision notices.	A	E	
Good IT skills and knowledge with the ability to maximise the use of it to the benefit of the service and Councillors.	A/I	E	
Knowledge of democratic services software packages such as Mod.Gov.			D
Ability to attend occasional even meetings and occasional weekend events and meetings at short notice.	I	E	
Ability to remain calm, efficient, and professional whilst working under pressure to tight deadlines.	I	E	

Comfortable working with ambiguity and uncertainty in a high-pressure environment.	I		D
Effective analytical skills.	A	E	
Effective literacy and numeracy are key skills as well as the ability to present minutes and reports in plain English.	A	E	
Ideally educated to level 4 or higher in a relevant subject (such as politics or law).	A		D

*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 carry out 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.