

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GL CCA	Job Ref Number:
Service Area: Resources	Grade: G9

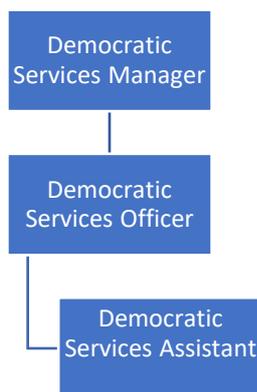
Job Title:
 Democratic Services Officer

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:

- Provide high quality, professional democratic and administrative support to the GLCCA's decision making and governance arrangements.
- Ensure that meetings are conducted efficiently, lawfully and in accordance with statutory and constitutional requirements.
- Provide comprehensive procedural, and administrative, support to the Combined Authority, including the Mayor, scrutiny Committees and Sub-Committees.
- Ensure the service is inclusive and efficient; enabling all relevant parties to fulfil their democratic duties and responsibilities.

TEAM STRUCTURE:



MAIN DUTIES:

1	<p>To work alongside the Democratic Services Manager to ensure the efficient, effective, and legally compliant operation of all Committees, Advisory Boards, and formal decision-making meetings. This will include ensuring that:</p> <ul style="list-style-type: none"> • Committees and Boards are appropriately planned, resourced, and managed.
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	<ul style="list-style-type: none"> • A consistent approach is applied across all public meetings, promoting openness, transparency, and accessibility. • Clear, accurate, and timely advice and guidance is provided to the Mayor, partner organisations, Combined Authority officers, and members of the public involved in the democratic process.
2	Ensure that agendas, reports, and decision documents are published in accordance with statutory requirements and the Combined Authority Constitution.
3	Take operational ownership, as part of the Democratic Services function of the GLCCA and Joint Committee arrangements, briefings on complex matters and special projects as required. Tasks include but are not limited to: <ul style="list-style-type: none"> • Undertaking research • Scheduling meetings • Preparing and publishing reports and agendas • Producing accurate minutes
4	Following up and recording decisions and actions agreed within meetings
5	Work closely with key stakeholders across constituent and partner local authorities to support the smooth delivery of the Democratic Service function.
6	Provide proactive, and politically sensitive written and verbal communications that are appropriate to the complexity and context of issues, enabling stakeholders to discharge their responsibilities effectively and supporting the reputational management of the GLCCA.
7	Ensure that key decisions are correctly identified, recorded and managed in compliance with legislative and constitutional requirements.
8	Design and deliver training on democratic and governance procedures for internal and external stakeholders as required.
9	To help develop and deliver a Member induction and development programme by organising training events, arranging facilitators, and keeping training records up to date.
10	To build and maintain productive working relationships with senior management and colleagues, providing clear direction, guidance and advice as required.
<p><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></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. Substantial experience of working with councillors and the democratic decision-making environment.	A / I	E	
2. Technical expert on Member Support and Constitutional matters including Member Code of Conduct.	A / I	E	
3. In depth working knowledge and understanding of Local Government Law and administration in relation to the roles of councillors and the Conduct of Meetings.	A / I	E	
4. Knowledge and understanding of the political nature of Local Government and the need for confidentiality and sensitivity.	A / I	E	
5. Significant experience of staff management including the ability to motivate and lead teams	A / I	E	
6. Qualified to degree level or equivalent.	A		D
7. Effective interpersonal, communication and presentational skills.	A / I	E	
8. Ability to communicate in a variety of styles depending on audience.	A / I		D
9. Deep political awareness and judgment. Tact and diplomacy in handling contentious issues	A / I	E	
10. Effective time management and an ability to prioritise work loads	A / I	E	
11. Significant experience of writing reports and presentations.	A / I		D
12. High attention to detail	A / I	E	
13. Good IT skills and knowledge with the ability to maximize the use of IT to the benefit of the service and councillors.	A / I	E	