

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources	Job Ref Number: TBC
Service Area: Democratic Services	Grade: 8
Job Title: Scrutiny Officer (18-month position)	

PURPOSE OF JOB:

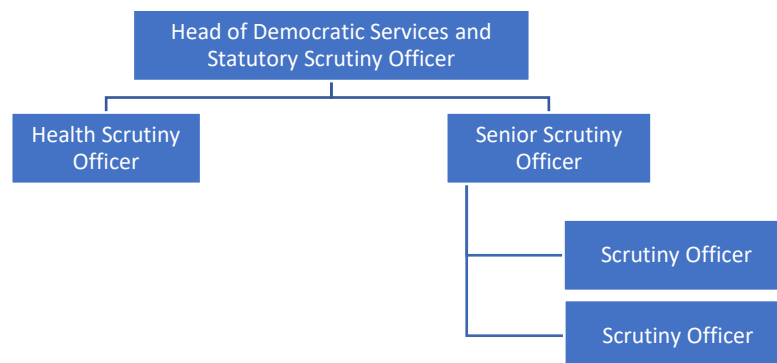
Working within the scrutiny team to provide comprehensive advice and direction to the County Council's scrutiny function, including that of the Greater Lincolnshire County Combined Authority (GLCCA) to which Lincolnshire County Council is the host authority for Democratic and Scrutiny Support.

To lead and direct the development of effective scrutiny support for elected councillors and added members and to facilitate the effective operation of the council's political management arrangements.

Contribute to:

- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with members/district councils/partner organisations and colleagues across the organisation.
- Continuously look for synergies and efficiency savings across area of responsibility.

TEAM STRUCTURE:



MAIN DUTIES:

The specific accountabilities of this role will be flexible and will change as required to meet the needs of the County Council, including that of the Greater Lincolnshire County Combined Authority (GLCCA) to which Lincolnshire County Council is the host authority for Democratic and Scrutiny Support, but will include (or be equivalent in nature to) those listed below:

1. To lead and direct the development and evaluation of the County Council's scrutiny function, including that of the Greater Lincolnshire County Combined Authority (GLCCA) to which Lincolnshire County Council is the host authority for Democratic and Scrutiny Support.

2.	To provide high quality policy and scrutiny advice and co-ordinate the work of scrutiny committees and other groups, including that of the GLCCA, so that they may contribute to the improvement of the County Council's and the GLCCA's corporate health and functions.
3.	To work with elected councillors and added members constructively and to lead, direct and co-ordinate the work of the scrutiny committees and other specific task and finish groups and working groups to ensure the development and delivery of the County Council's and the GLCCA's scrutiny work programmes for scrutiny and policy development activity.
4.	To lead and co-ordinate the work of the elected councillors and added members by developing and progressing, in consultation with relevant members and officers, scrutiny work programmes with reference to both national and local priorities, for the County Council and the GLCCA. This will include commissioning reports, project managing scrutiny reviews, providing and interpreting quality data on a range of issues which affect the local population and the planning and delivery of services.
5.	To engage with elected councillors and added members, colleagues, stakeholders and representatives in Lincolnshire County Council, Greater Lincolnshire County Combined Authority, the political party officers, district councils, MPs, and partner organisations as necessary to ensure that the scrutiny committees have appropriate professional evidence and advice and their work is properly planned, co-ordinated, commissioned and carried out so as to add value to the Council's and the GLCCA's activities.
6.	To ensure engagement work with outside bodies, stakeholders, staff (at a senior management level, if required) and their representatives to ensure their involvement (as appropriate) in the scrutiny and policy development processes for the County Council and the GLCCA.
7.	To work with other members of the scrutiny team to ensure that the scrutiny functions for the County Council and the GLCCA are consistent and robust and complement the work of the Executive and the GLCCA, including the provision of appropriate briefings to the relevant Executive Councillors, on behalf of the scrutiny members.
8.	To undertake or commission research, analysis and the preparation of evidence which will progress particular scrutiny reviews and the development of policy, focusing, in particular, on issues which have been highlighted by elected councillors and partner organisations and are included in the work programme.
9.	<p>To lead on specific scrutiny reviews as required (co-ordinating expert knowledge, evidence and information from colleagues and partners, members of the community and elsewhere, as appropriate, to inform the scrutiny review process) including:</p> <ul style="list-style-type: none"> a) the management of such reviews, ensuring that reviews are completed in accordance with the County Council's or the GLCCA's scrutiny work programme. b) co-ordinating and organising complementary officer/witness support and advice, ensuring that reviews receive the appropriate evidence. c) calling for the submission of evidence and/or the attendance of officers. d) undertaking research and analysis and developing surveys to provide evidence for the review. e) advising scrutiny members on lines of enquiry, as part of the review process. f) writing detailed and evidence-based reports on the outcomes of scrutiny reviews, including recommendations, and arranging for the consideration of such reports by the County Council's Executive, the GLCCA, and partner organisations (as appropriate).

10.	To act as the responsible officer at meetings of scrutiny committees of the County Council and the GLCCA, providing independent advice on the scrutiny function and scrutiny activities to the committee; to consult with the Chairman, Vice Chairman and other elected members of the scrutiny committee, Monitoring Officer and other lead officers; to co-ordinate the agenda for those meetings and undertake the necessary follow up work on behalf of the scrutiny committee.
11.	To identify and advise on key lines of enquiry for the Chairman and Vice Chairman to examine at meetings of scrutiny committees.
12.	To facilitate the work of elected councillors and added members by drafting reports in relation to the scrutiny functions of the County Council and the GLCCA.
13.	To assist other officers, as required, in carrying out their work relating to the council's or the GLCCA's other political management arrangements, which involves relevant tasks.
14.	To project manage scrutiny reviews, ensuring that directorates support elected councillors in their scrutiny activity by providing the pertinent evidence as part of the review process; to contribute to the conduct of scrutiny reviews; and to establish and maintain good and productive working relationships between scrutiny members, Executive Councillors, senior management and other colleagues within the County Council or the GLCCA, and to provide guidance and advice as required on the elected councillor functions.
15.	To promote a better understanding of the role of scrutiny and policy development within the County Council, the GLCCA, and its partners.
16.	To liaise with other authorities undertaking work in this area in order to assist in the development of best practice, including representing the County Council, the GLCCA or the relevant scrutiny committee at scrutiny network meetings, ensuring the minimisation of any duplication of effort and cascading best practice from such meetings through the team or organisation as a whole.
17.	To support and, if necessary, deliver any training and development requirements identified by scrutiny members in conjunction with the Members' Training and Development Strategy.
18.	To work flexibly and undertake, as necessary, any other duties and responsibilities within the range of the salary grade, such as democratic support. This may include working outside normal business hours to meet Members' needs.
19.	To support County Council elections, including the collation and communication of results to support colleagues and the general public, and the induction programme for newly elected councillors.
20.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
21.	Ensure Council and GLCCA resources are optimised and utilised effectively and efficiently.
22.	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and governance arrangements of the County Council and the GLCCA.
23.	Operate frameworks for Quality Assurance, using agreed appropriate performance standards.
24.	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.

25.	Contribute to the council's and the GLCCA's statutory obligations.
26.	Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.
27.	Maximising the impact of resources and value for money to achieve improved outcomes for the council and the GLCCA.
28.	As an employee, create a positive image of the County Council and the GLCCA.
29.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
30.	Deliver excellent customer service, incorporating the council's and the GLCCA's objectives and supporting the council and the GLCCA to achieve best practice in all it delivers.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Relevant experience of working with councillors and of working within the democratic decision-making environment.	A	E	
A good understanding of the political nature of local government and the need for confidentiality and sensitivity.	A	E	
Knowledge and understanding of scrutiny arrangements.	A/I		D
Experience of project management, policy development and review.	A/I		D
Negotiation skills.	A/I		D
Ability to carry out effective research and the analysis of complex problems.	A/P	E	
Effective interpersonal and communication skills.	A/I/P	E	
Strong organisational skills with attention to detail.	A/P	E	
The ability to work as a member of a team with a 'can do' attitude.	A/I	E	
Ability to work on own initiative and be self-motivated.	A/I	E	
Experience of producing scrutiny reports.	A		D
Ability to exercise discretion and to handle confidential information.	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/P	E	

Ability to attend occasional evening meetings 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 literacy and numeracy are key skills as well as the ability to present reports in plain English.	A/P	E	
Qualification in Project Management (such as Prince II)	A		D
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.