

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Resources

DIVISION: Democratic Services & Scrutiny

JOB TITLE: **Democratic Services & Governance Officer**

ROLE PROFILE

Job Title:	Democratic Services & Governance Officer
Department:	Resources
Division:	Democratic Services & Scrutiny
Grade:	Grade 10
Hours (per week):	36
Reports to:	Senior Democratic Services & Governance Officer
Responsible for:	No line management responsibilities
Role Purpose and Role Dimensions:	<p>Under the support and direction of the Senior Officers, to be responsible for a number of decision-making areas of the service:</p> <ul style="list-style-type: none">• Ensure all the logistics of Cabinet and Cabinet Committees meetings run smoothly and are compliant with local government regulations, including accurate and good quality minutes;• Ensure that all decision making processes falling under this area, including decisions delegated to individual Cabinet Members, are made correctly and are compliant with local government regulations• Liaise across departments to manage committee work programmes.• Work with, support and supervise a trainee officer within the team.• Facilitate the webcasting of Council and Committee meetings. <p>To be part of the democratic services team which is responsible for managing formal decision-making within the Council, ensuring this area runs smoothly, effectively and supports the wider goals of the organisation. There is also a general responsibility across the team to support each other within the service as a whole.</p>
Commitment to Diversity:	To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.

Key External Contacts:

- Greater London Authority;
- Transport for London;
- NHS;
- Metropolitan Police Service;
- Members of Parliament;
- Local Authority organisations, such as London Councils, Local Government Association;
- Members of the public;
- Local authorities; and
- Other relevant external organisations.

Key Internal Contacts:

- Elected Councillors and co-opted Members
- Chief Executive
- Executive Directors and Directors
- Communications Team
- Contractors
- Stakeholders
- Monitoring Officer

Financial Dimensions:

There are no direct financial responsibilities associated with this role

Key Areas for Decision Making:

- Give guidance and support on statutory and procedural issues to Councillors and officers
- Work with and support officers and Councillors to ensure statutory deadlines and requirements are met in relation to all decision making processes.
- Work with senior directors in the Council to ensure key policies and strategies are enabled through the service
- Work closely with Chairs of relevant Committees to ensure work programmes and scheduled meetings are properly constituted and run effectively throughout the municipal year.
- Plan well ahead to ensure implementation of key corporate projects and strategies meet the relevant statutory requirements with minimal delay or disruption.

Other Considerations:

To work flexible hours in order to attend committee meetings held in the evening.

Is a satisfactory disclosure and barring check required?

[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted

[\(Click here for guidance on political restriction\)](#)

Yes

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974

[\(Click here for guidance on ROA \)](#)

No

Key Accountabilities and Result Areas:

Key Elements:

Professional

This will involve:

1. To establish good working relationships with Councillors, senior directors and officers, being able to influence all stakeholders and provide advice and guidance on how to proceed on complex, sensitive and procedural matters, and commissioning detailed guidance from the corporate legal team where appropriate.
2. To undertake excellent forward planning by ensuring that all statutory requirements and deadlines are being met and communicating these effectively across the organisation.
3. To lead on managing committees in this area, both directly and through supporting members of the wider team.
4. To keep up-to-date with local government law and regulations that affect the service and the Council more broadly.
5. To support the Head of Democratic Services and Scrutiny and the wider department, including Civic events as and when necessary, in delivering a high quality service.

Democratic services

This will involve:

1. To directly manage a number of the Council's formal decision making bodies in order to ensure they are properly constituted, adhere to statutory rules and are well run meetings.
2. To undertake the full range of related activities including managing work programmes, scheduling of meetings, preparation of reports and agendas, drafting of accurate records of meetings, publication of relevant decision notices and other logistical issues.
3. To contribute to strategic projects within the service such as service enhancements and increasing cost efficiency, as well as wider Council strategies such as constitutional arrangements.
4. To support the Head of Democratic Services and Scrutiny in ensuring that the service as a whole meets high quality standards and builds excellent working relationships with the Council's myriad departments.

Working arrangements

This will involve:

1. To establish and maintain professional working relationships with Councillors, senior management and staff, giving directions, guidance and advice as required, with the core value of "one team" at the centre of all collaborative work.
2. To ensure that the Council's commitment to equality of opportunity and the core values of its Equality Strategy are reflected in all areas.
3. To ensure that corporate and departmental health and safety policies are implemented and to raise any concerns on health and safety matters with the appropriate line manager.
4. To commit to working flexible hours in order to attend frequent committee meetings held in the evening.

5. To work flexibly, including hot desking and working from home, in line with the Council's agile working policies and service need.
6. This job is 'politically restricted' under the Local Government and Housing Act 1989.

Green Commitment

- Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection

- Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in

a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title:

Democratic Services and Governance Officer

Essential knowledge:

1. The ability to understand, interpret and apply local government legislation, guidance and legal requirements.
2. Experience of using IT in a business environment, including Word, PowerPoint and Excel.

Essential skills and abilities:

3. Excellent communication skills, including a keen eye for detail and ability to take detailed notes in fast-paced environments.
4. Excellent influencing, negotiating and collaboration skills both with senior members of staff, as well as with colleagues across departments.
5. Ability to communicate, both in writing and in person, with Councillors, MPs, senior managers, external organisations and members of the public in a professional manner.
6. Ability to work on your own initiative, to manage and prioritise workloads and to meet strict deadlines.
7. Able to learn the tasks of others in the team, and to work effectively with colleagues in own team and service area.

Essential experience:

8. Relevant experience of organising and administering committee meetings in a local government or other political environment.
9. Evidence of a commitment to ongoing learning, training and development.
10. Awareness of local and national political issues.
11. Evidence of building good working relationships within a team.

Special conditions:

12. To work flexible hours in order to attend committee meetings held in the evening.