

## **Scrutiny Manager Job Description and Person Specification**

### **Job details**

Job title: **Scrutiny Manager**

Grade: NNC RT 08, £45,441 – £48,474

Reports to: Head of Democratic Services

Responsible for: Scrutiny Officer(s)

Directorate and Service area: Law and Governance (Democratic Services)

### **Purpose of the job**

1. To manage a comprehensive, high-quality and efficient support and advice service in relation to the effective discharge of the Council's Scrutiny functions. The postholder will be designated as the Council's statutory Scrutiny Officer (as defined by s.31 of the Local Democracy, Economic Development and Construction Act 2009).

### **Principal responsibilities**

#### **Statutory Responsibility**

2. To be the designated statutory Scrutiny Officer and be responsible for
  - o promoting the role of the authority's scrutiny committees;
  - o providing support to the scrutiny committee and its members; and
  - o providing support and guidance to members and officers relating to the functions of the scrutiny committees.
3. To be responsible for supporting Scrutiny to scrutinise the work and performance of North Northamptonshire Council against the objectives of the Corporate Plan.

#### **Scrutiny Promotion**

4. To be responsible for increasing knowledge of the scrutiny function throughout North Northamptonshire and implement creative solutions on an ongoing basis.
5. To determine, provide advice, and implement reporting mechanisms to ensure that the public and the Council are aware of the work and impact of scrutiny.
6. To be responsible for determining how scrutiny can involve the wider community and lead on implementation.

7. To lead on the ongoing development of engagement and communication plans and work with relevant colleagues to implement.

### **Management**

8. To manage staff and workload allocated to their team, to include line management responsibilities as required e.g. performance management, authorising leave, sickness absence, payroll issues.
9. To be responsible for managing budgets allocated and ensuring approved Council financial procedures are adhered to.

### **Work-planning and Agenda Development**

10. To proactively identify and research local, regional and national issues and provide professional advice to Scrutiny which will support them to develop agendas and their workplan.
11. To proactively monitor relevant activities of partners such as government departments, the Local Government Association (LGA), local authorities, Police and Crime Commissioners and NHS, and provide professional advice to Scrutiny to support them to develop agendas and their workplan.
12. To research and expertly collate qualitative and quantitative information from various sources and present to members.
13. Help to improve the performance, development and delivery of council services and those of partner agencies by providing advice to Scrutiny Members using legislative, policy, project management and research expertise. This will involve analysing information and providing advice and interpretation to Members.
14. To lead the development of the Scrutiny work programme, ensuring that Scrutiny are informed of the priorities of Councillors, the Executive, officers and the community. This will involve informal engagement and arranging consultation with key stakeholders, and developing ideas for scrutiny projects into realistic, scoped out proposals.
15. To co-ordinate and develop an annual workplan to assess external factors against the Councils Corporate Plan ensuring that key statutory functions are included.
16. To assist in developing service objectives, performance targets and resources and manage these.

### **Report Writing and Advice**

17. To provide impartial, timely, relevant and high-quality advice to scrutiny both inside and outside of a Committee setting.
18. To be the lead advisor to the Scrutiny Committees and Scrutiny Review Panels.

19. To ensure that scrutiny reviews that are well-evidenced, objective and impartial through drafting scoping documents and providing professional advice. This involves identifying and engaging key witnesses and evidence and producing reasoned, well-written reports with practical recommendations.
20. To draft Scrutiny reports to the Executive on behalf of the Committees and Scrutiny Review Panels to ensure that effective questions are asked of the Executive and key partners and effective recommendations are made to which evidence Scrutiny's impact.
21. To assist report authors in the preparation of their reports throughout the lifecycle from drafting to decision stages, providing advice and guidance on report management processes.

### **Training and Development**

22. To identify any training and personal development requirements to assist the committee(s) in the allocation of work and completion of their work programme.
23. To proactively seek to find new sources of quality information and new ideas, including assessing best practice within local authorities and other agencies as appropriate and ensure that Scrutiny consider them to continuously improve the scrutiny function.

### **Working Relationships**

24. To work with colleagues across the organisation to assist ensuring the Council's decision-making is transparent and understandable to the public.
25. To support and develop an effective and efficient statutory scrutiny function at North Northamptonshire Council. To ensure the overall development of the Council's scrutiny function in a way that is conducive to constructive working relations between the Council's executive and non-executive Members.
26. To work effectively with elected Members and senior officers to deliver the Council's scrutiny function, requiring integrity, diplomacy, confidence and sound judgement.
27. To be the liaison point between the Scrutiny, Executive and Senior Managers so as to positively promote the Scrutiny function.

### **Committee Administration**

28. To ensure that the running of the Scrutiny Committee(s) and/ or Sub-Committee(s) and or Review Panels complies with all constitutional and relevant local government legislative requirements and providing advice to Councillors and officers as required.
29. To lead on the arrangement of meetings, preparation of agendas and reports and attend meetings in an advisory capacity.

30. To ensure that minutes of meetings are accurate and lead on the co-ordination of follow-up actions and recommendations.
31. To advise on the procedural recording of decisions, administrative and legal aspects of the meetings, in line with the Council's Constitution and to assist members and officers where appropriate.
32. To assist in the updating and maintenance of the committee management system.

### **General**

33. To deputise for the Head of Democratic Services as and when required and perform other duties consistent with the level of the post.
34. To provide support to the Assistant Director of Legal and Democratic Services, the Head of Democratic Services and the Democratic Services section in other duties commensurate with the grading of the post and subject to the skills and abilities required.

### **General responsibilities applicable to all jobs**

35. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
36. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
37. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

#### **Politically Restricted Post**

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council.

**Other special features of the job**

The postholder will be designated as the Council's statutory Scrutiny Officer (as defined by s.31 of the Local Democracy, Economic Development and Construction Act 2009).

Meetings of councillors are held both during the day and in the evening, so there will be a requirement to attend evening meetings as part of this role, indicatively once or twice a month although frequency will be subject to change in accordance with individual work commitments.

Ability to travel independently to meeting venues around North Northamptonshire.

### Person Specification (Scrutiny Manager)

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A degree or equivalent, or demonstrable experience in the research/scrutiny field.	Association of Democratic Services Officer (ADSO) Diploma in Local Democracy
Experience and Knowledge	<p>A high-level knowledge and understanding of local government structures and governance.</p> <p>A knowledge of the scrutiny function and the statutory framework.</p> <p>Experience of performance management and project management techniques.</p> <p>Good IT skills with knowledge of Microsoft Office.</p> <p>Good standard of written English to enable accurate minute taking.</p> <p>Ability to write and present reports.</p> <p>Good editing skills.</p> <p>Good presentation skills.</p> <p>Good time management skills.</p> <p>Tactful and diplomatic, with the ability to deal with sensitive and confidential information.</p> <p>Ability to analyse, interpret and organise data.</p>	<p>Knowledge and experience in public engagement.</p> <p>Track record of working effectively with senior colleagues (officers and members) in a local government environment.</p>

Attributes	Essential criteria	Desirable criteria
	Experience of leading communication and engagement plans	
Ability and Skills	<p>Ability to identify a subject for review, and scope and deliver an enquiry.</p> <p>Ability to provide professional advice to members and senior officers.</p> <p>Effective communication including good presentation skills.</p> <p>Excellent project planning and management skills to manage complex projects, undertake investigations and identify potential problems in a political and evolving environment.</p>	Ability to undertake primary and secondary research and to analyse and interpret quantitative and qualitative data, including budgetary and performance data.
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>There will be a requirement on occasions to attend meetings outside of "normal office hours".</p> <p>Ability to travel independently to meeting venues around North Northamptonshire.</p> <p>Requirement to deputise for the Head of Democratic Services where required.</p>	