

Committee Manager Job Description and Person Specification

Job details

Job title: **Committee Manager**

Grade: NNC RT 08, £45,441 – £48,474

Reports to: Head of Democratic Services

Responsible for: Governance Officer(s) and Support Services Team

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

Purpose of the job

1. To assist the Head of Democratic Services in managing the Democratic Services section, specifically in relation to provision of a committee administration service and the support services team.

Principal responsibilities

Work-planning and Agenda Development

2. To assist in managing a comprehensive committee administration service to the Council in support of the decision-making process including compiling and circulating agendas, drafting minutes etc.
3. To manage the maintenance of a register of decision making and maintenance of internal forward plans and similar as required.

Committee Promotion

4. To be responsible for increasing knowledge of the function of committees of the Council throughout North Northamptonshire and implement creative solutions on an ongoing basis.

Management

5. 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.
6. To manage the support services function of Democratic Services.
7. Responsibility for managing budgets allocated and ensuring approved Council financial procedures are adhered to.

8. To assist in developing service objectives, performance targets and resources and manage these.

Working Relationships

9. To work with colleagues across the organisation to ensure that the Council's decision-making is transparent and understandable to the public.
10. To support and develop an effective and efficient committees' function at North Northamptonshire Council.

Report Writing and Advice

11. To provide impartial, timely, relevant, and high-quality advice and guidance to members, officers and the public in relation to the Council's decision-making processes and governance issues.
12. To provide advice on making committee decisions, record keeping, publication of decisions and constitutional/legislative requirements.
13. 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.
14. 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.

Committee Administration

15. To ensure venues and meeting rooms are booked and housekeeping arrangements for such meetings are in place.
16. To ensure the efficient operation of the approved Public Participation Policy of the Council as detailed in the Council's Constitution.
17. To ensure that the running of council committees and other council bodies comply with all constitutional and relevant local government legislative requirements and provide advice to Councillors and officers as required.
18. To lead on the arrangement of meetings, preparation of agendas and reports and attend meetings.
19. To ensure that minutes of meetings are accurate and lead on the co-ordination of follow-up actions and recommendations.

20. 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. To proactively review approval processes for committee meetings, drive continuous improvement and implement improvement where necessary for the benefit of the organisation.
21. To utilise and administer virtual meeting technology as required including webcasting and voting software.
22. To assist in the updating and maintenance of the committee management system.
23. To manage the maintenance of a register of decision making and maintenance of internal forward plans of council committees and similar as required.
24. To ensure the efficient operation of the approved Public Participation Policy of the Council as detailed in the Council's Constitution.

Training and Development

25. To lead on assisting the Head of Democratic Services in providing training to members and officers in relation to the decision-making processes of the Council, including being the lead officer on the Member Development Working Group.
26. To identify and undertake training for members and officers as may be required.

General

27. To deputise for the Head of Democratic Services as and when required and perform other duties consistent with the level of the post.
28. 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

29. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
30. 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).
31. 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

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.

Requirement to deputise for the Head of Democratic Services where required.

Person Specification (Committee Manager)

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A degree or equivalent, or demonstrable experience in local authority governance/democratic services.	Association of Democratic Services Officer (ADSO) Diploma in Local Democracy
Experience and Knowledge	<p>Knowledge and understanding of local government structures and governance.</p> <p>Experience of managing staff within a work environment.</p> <p>Experience of working in Democratic Services or similar working environment.</p> <p>Experience of using Civica Modern.Gov or similar committee management system product.</p> <p>Experience of working in a sensitive political environment with the ability to be tactful and diplomatic.</p> <p>Understanding of key pieces of legislation and the Constitution as they relate to local authority decision-making.</p> <p>Knowledge of Executive and non-executive governance arrangements including scrutiny.</p> <p>Knowledge of the ethical framework as set out within the Localism Act.</p>	

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<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 prepare clear and concise minutes, reports and decision-notices</p> <p>Flexibility</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>Able to command respect across the Council's Leadership and backbench members</p> <p>Ability to advise to a high level on constitutional matters, governance procedures and democratic processes.</p> <p>Ability to interpret Constitutional provisions.</p>	

Attributes	Essential criteria	Desirable criteria
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 work outside "normal office hours."</p> <p>There will be a requirement on occasions to attend venues across the North Northamptonshire area.</p> <p>Requirement to deputise for the Head of Democratic Services where required.</p>	

Job Profile - July 2024