

Governance Officer Job Description and Person Specification

Job details

Job title: **Governance Officer**

Grade: NNCBAND06

Reports to: Executive Manager or Committee Manager

Responsible for: N/A

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

Purpose of the job

1. To provide comprehensive committee administrative support to the Council's decision-making processes, providing advice, support and guidance to members, officers and the public where appropriate.

Principal responsibilities

2. To provide 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 assist in maintaining a register of decision making and maintenance of the Forward Plan, internal forward plans and similar as required.
4. Updating information on Mod.Gov or similar software, ensuring that information is circulated and or accessible to members, officers and the public as required by statute and local preference.
5. To utilise and administer virtual meeting technology as required.
6. To provide advice and guidance to members, officers and the public in relation to the Council's decision-making processes and governance issues.
7. To ensure venues and meeting rooms are booked and housekeeping arrangements for such meetings are in place.
8. To ensure the efficient operation of the approved Public Participation Policy of the Council as detailed in the Council's Constitution.
9. Under direction, to assist in providing training to members and officers in relation to the decision-making processes of the Council.
10. To provide support to 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.

11. To assist, under the direction of the Executive or Committee Manager, the preparation and delivery of Executive or committee work programmes and individual reports throughout their lifecycle, ensuring liaison with lead officers, and to provide impartial advice and guidance to members as required.
12. To assist, under the direction of the Executive or Committee Manager, report authors in the preparation of their reports throughout the lifecycle from drafting to decision stages, providing advice and guidance on report management processes.

General responsibilities applicable to all jobs

13. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
14. 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).
15. 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.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Educated to at least A Level or equivalent.</p> <p>Educated to NVQ Level 2/GCSE equivalent with GCSE English (or equivalent).</p>	<p>Association of Democratic Services (ADSO) Certificate in Democratic Services Knowledge</p>
Experience and Knowledge	<p>Previous experience of working in a customer facing role.</p> <p>Experience of providing administrative support including writing minutes and report writing.</p>	<p>Experience of working in Democratic Services or similar working environment.</p> <p>Experience of using Civica Modern.Gov Committee Management Software (or similar 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>
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>	

Attributes	Essential criteria	Desirable criteria
	<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>	
Equal Opportunities	<p>Ability to demonstrate awareness/ understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
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>	