

## Job Description

Job Title: Democratic Services Officer

POSCODE: 333017805

Grade: P1

*POLITICALLY RESTRICTED ROLE*

### Overall purpose of the job

The purpose of this politically sensitive role is to maintain and contribute to the development of the democratic processes of the Council by:

- The efficient and effective servicing of various Council meetings and carrying out all appropriate related and ancillary work.
- Providing support for elected Members in their role as representatives of the community.

### Main accountabilities

	<b>Main accountabilities</b>
1.	To provide and develop comprehensive servicing arrangements for allocated Member, officer and other external meetings, including the preparation and distribution of agendas, minutes and reports and implementation of decisions, and to carry out the associated administrative work for allocated meetings and any other specified duties including the preparation of Forward and Policy and Service Agenda Plans.
2.	To apply standards for the democratic process consistent with the Council's Constitution, particularly concerning the access to and presentation of information and the co-ordination of items between meetings.
3.	To represent the Democratic Services Manager at meetings of the Council, Committees, Panels and other bodies.
4.	To assist the Council's Monitoring Officer in the exercise of his/her duties, particularly in respect of the maintenance of the Register of Members' Interests and where appropriate, the provision of advice regarding the declaration of interests.
5.	To provide advice to Members of the Council, officers and external parties (as appropriate), particularly regarding the content and interpretation of the Council's Constitution and contribute towards the integrated central support provided for Members and Directorates.
6.	To contribute to the delivery of an effective and efficient support service to the Cambridgeshire Fire Authority and the Greater Cambridge Partnership within the framework of an agreed Service Level Agreement.
7.	To assist in the arrangements pre and post-election for setting up and bedding in the new Council.

8.	To take the lead, as directed, in reviewing and updating, in conjunction with the Council's Monitoring Officer, the Council's Constitution.
9.	To assist the Democratic Services Manager, as directed, to support Member Training and Development including core training activity, group training, induction etc.
10.	To assist, as directed, the Ombudsman Link Officer in preparing responses to Local Government Ombudsman complaints.
11.	To assist, as directed, the Democratic Services Manager in the preparation of the Council's response to Boundary Commission reviews.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
Key Skill Level 3: 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent.	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge and Experience</b>		
Servicing Meetings	Evidence of minute taking, meeting administration, report writing and organisation and facilitation of appeal hearings.	Essential
Local Government	Experience of working in a local government setting (or similar) in a democratic services (committee services) role, and a good working knowledge and understanding of the practical implications of local government issues, legislation and statutory obligations, which affect the democracy services.	Desirable
Procedures	Experience of advising and interpreting procedures, and providing advice and support.	Essential
Presentation	Experience of presenting in meetings as a lead officer or in a supporting capacity.	Essential
Project Work	Experience of leading, as directed, of undertaking project type work.	Desirable
Continuous improvement	Demonstrable experience of taking initiative and improving business systems / processes / services.	Essential
IT Proficiency	Well-developed knowledge and experience of technology and IT used in the workplace to facilitate efficient and effective workflow and communications. Confidence and aptitude to investigate, learn and adopt new systems. Ability to host meetings on Zoom and Microsoft Teams.	Essential

Skills		
Organisational skills	Excellent organisational skills, able to prioritise and organise own workload and to work on own initiative within tight deadlines, and able to manage a heavy workload effectively.	Essential
Communication and interpersonal skills	Articulate and intelligent communicator, able to adapt communication style according to audience / purpose, and a flair for creating clear and engaging communications. Excellent customer care skills, with the ability to deal confidently with a range of internal and external customers and stakeholders. Also an ability to display sensitivity, tact and diplomacy in all situations.	Essential
Political Awareness	Significant political management skills involving the ability to treat all political groups on the council equally and experience of operating with confidence and credibility at the highest levels of an organisation.	Essential
Confident and proactive approach	Strong ability to work in a confident, self-reliant, assertive and empowered way, commanding trust and respect and operating as a valued member of the Democratic Services team. Proactively bringing ideas, challenge and persuasion to continually improve service delivery, with an enquiring mind to explore new possibilities.	Essential
Networks and relationships	Able to develop excellent working relationships across the organisation and with partners.	Essential
Problem solving	Able to anticipate and pre-empt issues and provide solutions to problems with a calm, balanced and positive approach, demonstrating good judgement.	Essential
Integrity and Confidentiality	Demonstrate complete discretion and tact, respectful of confidentiality. Honest and direct, with ethical values including as a promoter of equality and diversity. Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential

Flexibility and teamwork	Flexible, willing and adaptable, able to work co-operatively as part of teams and networks. Demonstrable commitment to the work and flexibility in terms of working at home or other CCC locations, and some out of office hours working when required.	Essential
Equality, Diversity and Inclusion (applies to all roles)	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	<del>Fixed</del> —	Hybrid	Field	Remote	Mobile
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