

## Wirral Council: Job Role Descriptor

<b>Job Role:</b>	<b>Senior Democratic Services Officer – Policy and Project Management</b>
<b>Service:</b>	<b>Democratic and Member Services</b>
<b>Reports to:</b>	<b>Principal Democratic Services Officer</b>
<b>No. of Subordinates:</b>	<b>0</b>
<b>HR USE ONLY</b>	
<b>Job Role Ref:</b>	<b>BUS0179G(A)</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Grade:</b>	<b>Band H</b>

### JOB ROLE PURPOSE

To provide policy and project management support for all parts of the Democratic and Member Services function. Support provided will be for the Councils Policy Committee and Partnership Committee. The post holder will further work collaboratively with the Senior Leadership Team and Governance and Equalities Officer undertaking Scrutiny Reviews, Task and Finish Working Groups and Equality Impact Assessments.

### KEY TASKS

1. Support democratic and scrutiny projects to ensure the continuous improvement of service, drafting and presenting reports to members and briefings and formal meetings as and when required.
2. To support the Principal Democratic Services Officers to provide an effective and efficient administrative support service for all Council and Committee meetings, decision making processes and independent appeals process.
3. Provide project management support to the wider Democratic and Member Services Team including Civic & Mayoralty, Member Support and Elections.
4. Interpreting the Constitution and legislation (supporting the implementation of any constitutional changes/developments), acting as an advisor to elected Members, senior managers, officers, external organisations, and members of the public on Council policy, procedures, legislation, governance, decision-making and the Code of Conduct.
5. Provide administrative support to the Governance & Equalities Officer and provide advice in respect to Equality Impact Assessments.
6. Provide clerking to the statutory independent panel process for consideration of

admission and exclusion appeals, ensuring that all appeals are conducted in a timely manner and in accordance with relevant legislation and national codes.

7. Demonstrate a commitment to personal development and keep abreast of changes in legislation, national and local guidance and regulations and best practice that impact on democratic services and assist with the development and promotion of local democracy and community leadership.
8. Assist with the promotion of consultations with stakeholders, strengthening the Council's relationships with public, private, and voluntary organisations and residents within the Borough.
9. Support the Electoral Services Team by providing advice, support, and project management assistance in relation to elections, referenda and electoral registration.

## KEY RESPONSIBILITIES

### People

Advise, guide and support Councillors and officers on committee procedures and protocols.

Work with colleagues throughout the Council to co-ordinate policy reviews, policy development and scrutiny work which Members may wish to undertake.

Arrange and schedule meetings, undertake research and ensure Councillors are fully briefed and aware of all relevant issues. Be politically aware and apply political sensitivity to all matters having regard to the political climate prevailing at the time.

Co-ordinate, assist and monitor Members in their roles as Council representatives.

Guide and advise report authors on the writing/content of their reports using the reports management system to ensure that decisions are made by the correct decision-making body of the Council in accordance with the relevant legal and procedural requirements.

Support colleagues in Democratic and Member Services to deliver an efficient and effective service.

## **Financial**

Provide accurate and comprehensive reports and minutes in respect of budgetary and local government financial matters.

Ensure that the service provided meets service requirements and value for money.

## **Strategic**

Assist in the management of and provide a high-quality administration service in support of the democratic process, to performance targets and timescales, including:

- preparation, publication and distribution of agendas and reports in accordance with statutory timescales.
- attendance at meetings to minute proceedings.
- publishing minutes and decisions of meetings serviced by the Section for use by Councillors, officers, and the public.

As appropriate escalate issues that affect the delivery of services to the Principal Democratic Services Officer.

Contribute to the effectiveness of the operation of the democratic process and recommend changes for improved operational arrangements, including networking with other councils to explore best practice.

Assist in the development and implementation of policies to enhance the Council's democratic processes and encourage public participation.

## **Resources**

Assist in the effective use, implementation, development, and maintenance of modern information systems relevant to the Section's functions and work, including the Modern.gov System and the development of any Law and Governance web pages.

Administer e petitions in accordance with the Councils Policy/Scheme.

## **Planning and Organising**

Assist in the preparation and publishing of the Council's Forward Plan and on forward planning for Committees.

Support and assist with the timely administration of Members' Interests, Register of Members' Interests and Register of Officers' Interests as necessary.

Assist with the achievement and monitoring of service standards and agreed performance indicators.

Ensure Confidentiality is maintained at all times.

### Decision Making

Assist in the preparation and implementation the Council's Annual Calendar of Meetings.

## EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

### Essential Criteria

#### Qualifications:

- Holds A Levels or Equivalent.
- Mathematics and English at GCSE level A to C grade or equivalent.

#### Knowledge & Skills:

- Awareness of current local government issues.
- Knowledge and experience of local government law and procedures and the role of Members and the conduct of meetings.
- Have a good understanding of the Council's organisational structure.
- Have a good understanding of the law and procedure relating to local authority Committee democratic processes.
- Ability to communicate effectively with people at all levels of the organisation and demonstrate sensitivity on political issues in supporting Councillors.
- Ability to communicate effectively both orally and in writing.
- Ability to compile written agendas, reports and minutes and wide variety of documents in clear and grammatically correct English.
- Ability to co-ordinate own work and the ability to analyse complex issues and draw clear conclusions.
- Have organisational and time management skills.
- Ability to prioritise varying workloads and deal with high volumes of work whilst still maintaining a high-quality service.
- Ability to efficiently maintain manual and computerised administrative systems.

**Experience:**

- Experience of local authority Committee administration.
- Experience of drafting minutes, formal letters and/or other similar communications.
- Experience in collating and organising large numbers of documents and undertaking detailed research/report writing.
- Experience of dealing and working with Councillors and senior Council officers.
- Experience of the Council's decision-making processes and procedures.
- Experience of leading on specific projects using own initiative.

<b>Desirable Criteria</b>
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**Qualifications:**

- Institute of Chartered Secretaries and Administrators Association of Democratic Services (ICSA), B.Tec Higher National, DMS, ADSO or equivalent qualification.

**Knowledge & Skills:**

- Ability to produce documents using IT system, including MS Word and Excel.

**Experience:**

- Committee Administration Experience.
- Experience of webcasting and streaming Council and Committee meetings.
- Experience of Modern.gov and the reports management system.

<b>ADDITIONAL WORK ELEMENTS</b>
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- Able to attend evening meetings in and around the Borough (Weekly).
- Ability to travel around the Borough using public transport.
- This post has been defined as being politically restricted.

**NOTE:**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

**Signed Head of Service:**

**Date: 01/03/2021**

**Steve Fox (Head of Democratic and Member Services)**