

# Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Democratic Services Officer	JEID	N0207
Salary Grade:	J		
Team:	Democratic Services		
Division / Service:	Governance and Policy		
Directorate:	Resources		
Primary Location:	Shire Hall : This post is politically restricted		
Car User:	Casual Car User		
Responsible to:	Democratic Services Manager		
Responsible for:	N/A		

### Role Purpose

To aid the decision-making process of the Council through effective management and administration of member bodies and to support democracy through the provision of research, analysis and advice to elected members, officers and representatives of partner agencies

### Role Responsibilities

- To provide proactive effective management and administration of member bodies and other democratic processes.
- To provide advice, guidance and effective support to members in their various roles, and also to officers and key representatives of partner agencies as required by the Democratic Services Manager.
- To operate the Council's Modern.Gov system, used to process the production of agendas, reports and minutes and to offer advice and training to Council's officers and councillors on the use of the system.
- To project manage, advise and support members in their overview and scrutiny roles and ensure the effective delivery of scrutiny reviews and the delivery of work programmes.

- To provide proactive support, guidance, procedural and Constitutional advice to Chairs, spokespersons and other members as appropriate.
- To establish positive and proactive relationships with strategic directors, officers and representatives/officers of key partner agencies (providing advice and training as appropriate) to ensure compliance with democratic processes and effective decision-making
- To undertake research, analysis and preparation of information for member bodies and individual members in their various roles, including the writing of reports.
- To contribute to the effective implementation and delivery of the member development programme.
- To maintain information databases, performance information and contribute to the continual development of effective ICT to support the democratic processes.
- To undertake such other duties which may be allocated from time to time by the Democratic Services Manager.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

*Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).*

Essential Criteria	Assessed By:
• Good record of academic and/or career achievement -	A
• Degree (or equivalent) and recent practical experience working in democratic services, scrutiny or a governance environment.	A/I
• Ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A/I/T
• Ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role	A/I/T
• Effective use of IT and knowledge of standard software	A/I
• Excellent written and oral communication and inter-personal skills	A/T/P
• Good organisational skills and ability to deal with unforeseen and urgent demands.	A/I
• Ability to work accurately with financial information and statistics	
• Good research and analytical skills	A/P/T
• Good negotiating and influencing skills	A/I
• Good political awareness and sensitivity	A/I

Desirable Criteria	Assessed By:
• Degree or equivalent 2:1 or first	A
• Competence in democratic services equivalent to ADSO Certificate level Planning, project & process management skills	A

• Planning,project & process management skills	A/I
• Evidence of creative/innovative and participative problem solving	A/I
• Experience in the development of public policy	A
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