

Job Description

For Non-Streamlined Positions

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 and generic 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:	Scale J		
Team:	Democratic Services		
Service Area:	Governance and Policy		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
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 Executive 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	A/P/T
Good research and analytical skills	A/I
Good negotiating and influencing skills	A/I
Good political awareness and sensitivity	A

Desirable Criteria

Assessed By:

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
Degree or equivalent 2:1 or above	A
Experience in democratic services equivalent to ADSO Certificate level	A,I, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☒ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☐ Other (please specify):	

