

Role Description

Post Title: Executive and Democratic Services Officer

Grade: 5

Post No: KL1021

Department: Executive and Democratic Services

Reports to: Executive and Democratic Services Manager

Responsible for: N/A

Purpose of role

We are seeking to appoint an Executive and Democratic Services Officer on a full-time fixed term basis (to 31/03/2028). Ideally candidates will have local government experience and have significant administration skills, including experience of preparing agendas, reports and taking minutes. The role also includes providing support services to elected members and personal assistant (PA) support to the Executive and Directors (Executives), including email support and diary management.

Responsibilities

- Manage the administration and co-ordination of key meetings (committee and executive) and projects within the required deadlines, including agenda planning, report preparation, accurate minute taking, following up and monitoring actions.
- Be responsible for coordinating decision making processes and approval procedures (forward plans, Record of Decisions and Schemes of Delegation) and publish statutory documents on the website within the required deadlines.
- Lead scrutiny projects, undertake research and analysis, produce reports, present findings to committee members, evaluate key evidence and make recommendations for improvement.
- Provide advice to members of the public, elected members and other officers on procedures (committee procedure rules, public speaking, declarations of interest).
- Support elected members by providing one to one support, developing learning resources, organising member training and development and undertaking their Personal Development Plans.
- Manage and coordinate the diaries of the Executives, arrange internal and external meetings, recognise and prioritise urgent requests.

- Provide PA support by dealing with all correspondence and calls, draft letters to a high standard and provide other administrative duties for the Executives.
- Understand the Executives' business so there is an understanding of hierarchy of contacts, local protocols and issues of relative priority.

Other Duties

- Assist with civic and democratic activities and events and provide cover for other members of the Executive and Democratic Services Team.
 - Assist with the organisation of Parish, District, County and Parliamentary Elections and the electoral registration process as required.
 - Undertake any other duties commensurate with the grade of the post.
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Relationships

- Senior officers and managers
- Departmental officers supporting committee meetings
- Elected members
- Partners and public attending committees or contacting the Executive Office

Generic responsibilities

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To work collaboratively with Council colleagues as and when required.
- Behave in accordance with the Council's Constitution and Code of Conduct.
- To comply with the Council's Policies.
- To undertake continuous professional development and training as required, in order to achieve and maintain the competencies required for this role.

This post is not subject to Disclosure.

General Statement

The information contained in this job description is provided to assist employees joining the council to understand and appreciate the work content of their post and the role they will play in the organisation. However, the following point should be noted:

- Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.

Person Specification

Post Title: Executive and Democratic Services Officer



Post Number: KL1021

Experience	E=Essential D=Desirable	Identified by
Significant administrative experience including preparation for meetings, minute taking and the production of reports, agendas and minutes.	D	Application & Interview
Experience of undertaking research and analysis, formulation of recommendations and producing/presenting reports and findings.	D	Application & Interview
Substantive experience of working in a customer focused role and providing a high level of customer service.	E	Application & Interview
Experience of providing PA support, including diary and email management.	E	Application & Interview
Experience working in local government or the public sector.	D	Application & Interview
Knowledge	E=Essential D=Desirable	Identified by
Knowledge of local government and an understanding of the current changes and challenges.	D	Application & Interview
Knowledge of committee and meeting processes.	D	Application & Interview
Awareness of political dimension.	D	Application & interview
Skills and Abilities	E=Essential D=Desirable	Identified by
Ability to use own initiative to manage workloads with minimal supervision, and deal with conflicting priorities to meet tight deadlines.	E	Application & Interview
Ability to interpret policies and procedures and provide advice to officers, elected members and the public.	E	Application & Interview
Ability to analyse, problem solve and develop creative solutions.	E	Application & Interview
Ability to deal with issues in a courteous and diplomatic manner and ensure issues of a confidential or sensitive nature are dealt with appropriately.	E	Application & Interview
Commitment to attend committee meetings and civic events in the evening and outside general working hours.	E	Application & Interview
Strong IT skills, including MS Office and HR systems.	E	Application & Interview
Strong organisational skills and attention to detail.	E	Application & Interview

Ability to communicate clearly, professionally, and empathetically with senior staff, elected officials, colleagues and external stakeholders, and support positive public relations at all times.	E	Application & Interview
Able to produce accurate documents to a high level including minutes and reports.	E	Application & Interview
Qualifications	E=Essential D=Desirable	Identified by
Educated to NVQ level 3 or equivalent.	E	Application
GCSE standard or equivalent in Maths & English.	E	Application
Other Circumstances	E=Essential D=Desirable	Identified by
General understanding of employees' responsibilities in terms of Health and Safety at work.	E	Application
A commitment to developing and maintaining high levels of customer service in accordance with the Council's Customer Service Standards	E	Application
A commitment to personal development	E	Application
Ability and willingness to demonstrate the council's values and behaviours	E	Application
Regular and Reliable Service	E	Application