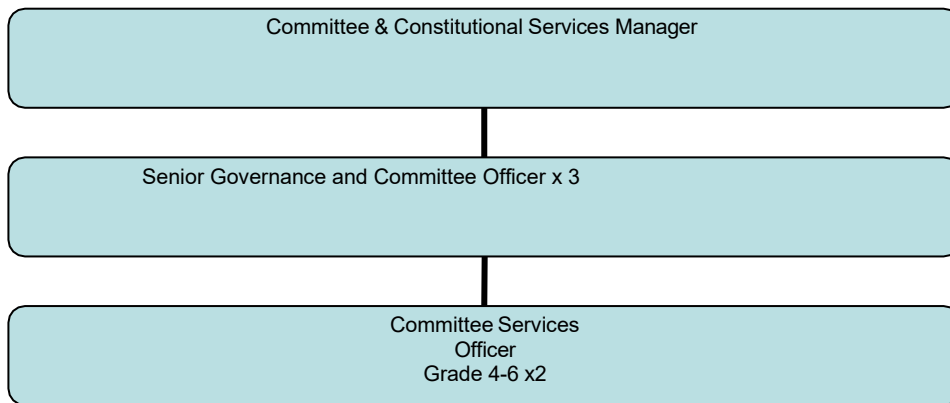


ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE:	CORPORATE
SECTION:	GOVERNANCE SERVICE
LOCATION:	NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE
JOB TITLE:	COMMITTEE SERVICES OFFICER (Grade 4 requirements)
POST NUMBER:	
Grade:	4
Accountable to:	Committee and Constitutional Services Manager
Accountable for:	None
Hours of Duty:	37 hours per week, subject to the Authority's scheme of flexible working hours
Any Special Conditions of Service	<p>The Governance & Committee Services Section operates a Work Life Balance Scheme.</p> <p>Attendance at evening meetings and weekend working will be required</p> <p>Progression through the grades is subject to successful attainment of required qualifications as follows:</p> <p>Progression to Grade 5 ADSO Certificate in Democratic Services Knowledge (or equivalent, demonstrable knowledge and experience) and an ability to work with increasing levels of independence, with reducing supervision.</p> <p>Progression to Grade 6 - ADSO Diploma in Local Democracy (or equivalent, demonstrable knowledge and experience) plus ability to work independently with limited supervision</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is politically restricted in accordance with the current regulations.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTS OF THE JOB

To provide an efficient administrative and procedural support service to Council Committees and other associated meetings, and to undertake other work associated with the specific meetings serviced as required.

Control of Resources

Personnel

None.

Financial

Arranging for ad hoc payments required in connection with meetings supported.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self and staff accountable to post holder.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others (colleagues, public etc) in accordance with Council Policies and procedures.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Authority's Employee Development Scheme.

Relationships (Internal and External)

Internal

- (1) Senior Officers of this Service re: administration and Committee Duties, Executive Directors, Heads and Senior Officers of other Services, re: matters concerning the Committees and meetings serviced, i.e. Agendas, action lists, etc.
- (2) Committee Chairs and Vice-Chairs re: arrangements and items for meetings.
- (3) Other Council Members re: meetings, general queries, requests for information etc.
- (4) Other Officers of the Authority re: items brought before Committee etc.

External

- (1) Members and Officers of public bodies (eg. Health Service, Police etc) re: involvement in meetings, requests for information etc.
- (2) Members of Parliament, re: enquiries, correspondence, exchange of information etc.
- (3) Government Departments, Local Government Association and AGMA on matters relating to the Council's functions.
- (4) Officers of other Authorities re: joint meetings, agency provisions, various orders etc.
- (5) Representatives of the media (local press, radio and television) re: Council decisions and general enquiries.
- (6) General public re: enquiries and complaints.

Responsibilities

The post holder must –

1. Perform his/her duties in accordance with Rochdale MBC's Policies on Equality and Diversity.
2. Ensure that Rochdale MBC's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To provide secretarial, administrative and procedural support to the Committee team, Council Committees and Sub-Committees, including Township Committees and Sub-Committees, Overview & Scrutiny Committees and other Committees and Sub-Committees of the Council, including:-
2. To assist the Committee Team by ensuring that all documentation (e.g. agendas, decision sheets, minutes and public notices) is produced, despatched and published efficiently and on time in accordance with statutory or other required timescales.
3. With guidance and supervision as appropriate to personally service those working groups, panels and committees (which will include evening meetings) as may be assigned to the post holder (dependent on their experience), including

- Issuing agendas, decision sheets (as appropriate) and minutes within the prescribed time limit for the Team.
 - Clerking the meetings in order to facilitate the smooth and effective running of the Council's business.
 - Ensuring that the record of meetings is accurate.
 - Communicating decisions and issuing all post-meeting correspondence as promptly as possible.
 - Dealing with any administrative matters arising as a result of the meeting.
4. To maintain administrative systems and procedures for the Committee Team, including:
 - To process Councillors' claim forms and ensure that these are passed for payment by the relevant deadline each month.
 - To process, collate and maintain accurate records for Councillors – including those relating to Members' interests, Members' attendance and Members' representation on outside bodies.
 5. To provide administrative support for Committee Services specifically and Democratic Services generally, including postal, filing, word processing and photocopying duties, as well as maintaining accurate computerised unit records and filing systems.
 6. To assist the Committee & Constitutional Services Team in implementing, using and updating the committee IT software.
 7. To assist the Committee Officers in monitoring and responding to petitions received from the public.
 8. To deal with a range of enquiries concerning committees, constitutional or constituency matters received directly from the public, Councillors or officers.
 9. To provide administrative support and undertake routine research for all Councillors and council officers.
 10. The making of arrangements and preparation for hearings conducted by Licensing Sub-Committees, Standards Sub-Committees and any other like body.
 11. To assist in the servicing of other bodies, as required, for example School Admission and exclusion appeal meetings, Board meetings, charitable bodies etc.
 12. To assist and support the overview and scrutiny function, including
 - Supporting scrutiny studies and reviews
 - Producing appropriate reports relating to the scrutiny function, including six monthly updates on studies and reviews, evaluation reports etc
 - Assist with production of the Overview and Scrutiny Annual Report
 13. To assist in the preparation of reports to Council, Cabinet, Committees and Sub-Committees.
 14. To contribute to the development of constitutional and governance related issues, as directed.

15. To assist in the development and co-ordination of the work of colleagues or trainees within the Service.
16. To deputise (either solely or in conjunction with other Committee & Constitutional Services team members) in the absence of any Senior Governance & Committee Services Officer.
17. To undertake or participate in project work on either an in-Service or a corporate basis.
18. To provide support, as required to elections and electoral registration processes
19. To contribute to the work of the Civics team in supporting the Mayoral Office.

Secondary Duties

1. To assist in the provision of administrative, secretarial and procedural services for full Council and Cabinet meetings as required and to assist in the preparation of documents for such meetings.
2. To attend to queries and enquiries from the general public as required.
3. To co-ordinate the completion, collation and submission of statistics and statistical returns as necessary.
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of Service (or nominated representative) in consultation with the post holder and if she/he wishes with her/his trade union representative.

Grade Progression Ability/Behaviour

Grade 4

The post holder will gain a basic understanding of the democratic processes of the Council including Elections, Electoral Registration, Governance Structures and decision making arrangements; the role of Members and Officers in local government, Civic Offices and elected member support and development. Progression to Grade 5 is subject to satisfactory completion of the ADSO certificate in Democratic Services Knowledge (or equivalent, demonstrable knowledge and experience) and the ability to work with guidance and support from colleagues across the service

Grade 5

The post holder will have a greater understanding of the democratic processes (as above) and will be working to a greater level of independence and autonomy with reducing support from colleagues across the service; will undertake the ADSO Diploma in Local Democracy or demonstrate the equivalent knowledge and experience, and will be responsible for a number of identified committee related practices

Grade 6

Upon satisfactory completion of the ADSO Diploma in Local Democracy or demonstrable knowledge and experience, the post holder will be able to work to a high standard, across all disciplines within the service, with minimal supervision; will be responsible for defined areas across the team, able to provide professional guidance and advice to officers, members and partner organisations and will be expected to fully participate in a range of initiatives in support of the successful delivery of the service plan.

Job Description prepared by: _____

Date: _____