



Your job

Job Title: Senior Democratic Services Officer

Service: Finance & Legal

Grade: 8

Reporting to: Democratic & Governance Manager

As a Senior Democratic Services Officer, you will have operational responsibility for various committees of the Council (including quasi-judicial committees, governance committees and various scrutiny committees), involving the production and publication of agendas and minutes, as well as attendance at meetings.

You will be responsible for the development, co-ordination and delivery of the elected members training and development programme.

You will share responsibility for the Council's formal decision-making process, the Council's Forward Plan and the Report Management system, providing advice, support and guidance to Elected Members, senior leaders and officers in relation to the formal decision-making process, to ensure that this operates efficiently and effectively in accordance with legislation and the Council's Constitution.

You will assist Elected Members and officers in understanding their roles and responsibilities in line with the Council's Constitution and governance arrangements, identifying training and development needs, ensuring that these needs are fulfilled.

You will also administer and provide advice and guidance in relation to other relevant areas of work covered by the team, as and when necessary.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance

in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

On an ongoing basis you will:

- Have strategic and operational responsibility for the development, co-ordination and delivery of the elected members training and development programme.
- Have operational responsibility for the delivery of elected members support ensuring they understand their role and responsibilities in line with the Council's Constitution.
- Have operational responsibility for advice, support and guidance given to officers in relation to elected members and the role in relation to the Democratic function.
- Provide operational leadership to a team of qualified professionals to develop and embed a culture which places a strong emphasis on collaborative working and shared goals;
- Have operational responsibility for various committees of the Council and partner organisations providing independent advice, guidance and support to elected members and officers.
- Have responsibility for the production and publication of minutes following committees and updating the Council's forward plan.
- Provide advice, support and guidance to elected members and officers in relation to the Council's formal decision-making procedures to ensure they operate efficiently and effectively in accordance with legislation and the Council's Constitution.
- Contribute to quality assurance policies and procedures within the service
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- A Democratic Services qualification or have significant Democratic Services experience or elected members experience.
- Significant experience of working with elected members and officers giving advice, guidance and support on Democratic related issues.
- Experience of developing, co-ordinating and delivery of training and development programmes in a Democratic, elected member or similar setting.
- Experience of working in a politically sensitive, pressurised and deadline driven environment
- Experience of producing complex, detailed and accurate written work using the correct spelling, grammar, punctuation and terminology.
- Experience of examination and extracting information from a variety of different data sources evaluating the relevance and accuracy of the information
- Well-developed skills to influence and persuade decision-makers using written and verbal reasoning, which is based on fact,
- The ability to be positive, accountable and courageous when dealing with elected members and officers
- Be able to represent the service and the Council at local level
- A commitment and understanding of diversity and equality

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”