



Job Description

Service:	Elections and Democratic Services
Job title:	Democratic Services Officer
Grade:	F
Hours of work:	37
Responsible to:	Elections and Democratic Services Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0

Purpose of Post:

To facilitate and co-ordinate the smooth operation of the Council's decision-making process through supporting council meetings, decision making bodies and working groups, including the preparation of agendas, reports and minutes, meeting all statutory requirements and in accordance with the Council's Constitution.

Key Deliverables:

To arrange and administer meetings of the Council and its committees ensuring they are in accordance with statute, agreed procedures and the Constitution.

To ensure agendas are produced within the statutory timeframes.

To prepare accurate minutes of meetings and co-ordinate follow up actions.

To ensure all published reports are in accordance with the corporate standard and taken account of accessibility criteria.

To advise on the procedural recording of decisions, administrative and legal aspects of the meetings, in line with the Council's Constitution and to assist members and officers where appropriate.

To provide assistance, support, advice and guidance to members and officers to ensure decision making is in accordance with statutory requirements and signposting as appropriate.

To assist in the delivery of member support and the delivery of member induction, training and development programmes and events.

To update and manage the committee management system ensuring the publication and maintenance on the Council's website of relevant documentation.

To ensure the organising, hosting and administration of meetings, in person and hybrid/virtual, is managed in a lawful and timely way, supporting any streaming as required.

To undertake projects and research to support members and officers as required.

To support the wider Democratic Services Team with tasks as required and the Elections Team with ad hoc duties.

To support local residents to participate in the democratic process through awareness and involvement in the decision making processes.

To support managers in delivering the team and individual performance objectives.

General

To form effective working relationships with Members and Officers.

To support the maintenance of the Register of Interests of Members and Town / Parish Councils and where appropriate the provision of advice regarding declaration of interests.

To assist in the review of the Council's Constitution.


To maintain an awareness of current best practice within the Democratic Service provision.

To respond to requests for information from media and members of the public.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<p>Degree or equivalent level of experience. (E)</p> <p>Evidence of continuous training and personal development (D)</p> <p>Completion of a relevant professional qualification, such as ADSO Certificate in Democratic Services (D)</p> <p>Extensive knowledge of the democratic, legislative and financial environment of local government. (D)</p> <p>An understanding and appreciation of the Council's Constitution, statutory provisions, standing orders and protocols e.g. Local Government Acts. (D)</p> <p>Detailed knowledge of law and practice relating to formal decision making meetings. (D)</p> <p>Ability to develop and implement processes for dealing with new legislation (D)</p>
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>Experience of democratic services (D)</p> <p>Experience of meeting administration and minute taking (E)</p> <p>Experience of providing advice in a political organisation to officers and members (D)</p> <p>Supporting corporate prioritisation and decision making (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>Good IT skills with excellent knowledge of Microsoft Office (E)</p> <p>Ability to write clearly and concisely in plain English to enable accurate minute taking (E)</p> <p>Good editing skills and presentation skills (D)</p> <p>Must be a team player and able to work collaboratively to support the needs of the wider service (D)</p>

	<p>Excellent communication skills, both written and verbal to clearly articulate messages to a variety of audiences (D)</p> <p>Ability to clearly articulate messages to a variety of audiences (D)</p> <p>Excellent planning and organisation skills (E)</p> <p>Analysing, interpreting and organising data (D)</p> <p>Working effectively at all levels in an organisation (E)</p> <p>Excellent organisational and time management skills, with the ability to prioritise work, respond to tight deadlines and changing priorities (E)</p> <p>Political awareness and the ability to understand the wider picture and how actions may impact (E)</p> <p>Tact, diplomacy and ability to deal with sensitive and confidential information (E)</p> <p>Confidence in providing advice on procedural matters relating to the Council's Constitution, governance arrangements and meeting procedures (E)</p> <p>Knowledge and understanding of the Modern.gov Committee Management System (D)</p> <p>Confident in the use of technology to support live streaming of council meetings and in supporting members with in person and hybrid/remote meetings (E)</p>
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Providing advice and support to Officers and Members.</p> <p>Inaccurate advice could result in unlawful decisions being taken by the Council.</p> <p>Inaccurate advice or wrongly interpreted decisions could impact the Council's reputation, lead to legal challenge, wrongful expenditure, maladministration</p>

	<p>by the Local Government and Social Care Ombudsmen, misrepresentation of the Council's policies, Judicial Review and negative media attention. Consequent impact upon Council's services and service provision could cost the Council in legal costs and compensation.</p> <p>Publication of confidential information could affect the Council's reputation and could lead to legal issues and/or costs.</p> <p>Failure to publish key decisions of the Cabinet would result in a decision not being able to be brought into force.</p> <p>Failure to convey an accurate record of the views of the Overview and Scrutiny Panels to the Cabinet could result in misinformed decision making.</p>
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Internal customer contact 50%</p> <p>Senior Leadership Team</p> <p>Managers and Officers across all Services, particularly report authors</p> <p>External customer contact 50%</p> <p>Councillors, particularly the members of the Panels and Committees</p> <p>Members of the public wishing to attend public meetings</p> <p>Town / Parish Councils (71)</p> <p>Media</p> <p>External Organisations / Partners</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members (D)</p> <p>Willing to work outside standard office hours (Regularly could be up to 3 times a month) as council/cabinet meetings are generally held during evenings (E)</p> <p>Comfortable with hybrid working, with regular attendance at HDC offices in Huntingdon (at least weekly) and on</p>

	<p>council/cabinet meeting days as a minimum (E)</p> <p>Willing to travel around the district (D)</p> <p>Full driving licence (D)</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.