

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
JOB PROFILE

JOB TITLE:	DEMOCRATIC SERVICES OFFICER/TRAINEE	POST NO:	DES017
		GRADE:	SCALE 3/5
REPORTS TO:	DEMOCRATIC SERVICES MANAGER/SENIOR DEMOCRATIC SERVICES OFFICER	DATE:	MAR 2024
SERVICE AREA:	DEMOCRATIC SERVICES		

Purpose

To provide an efficient and effective administrative, advice and research/policy support service for the democratic process related to allocated committees, sub-committees, working parties and other Member/Trading Company meetings.

To provide assistance for Electoral Services and other defined administrative functions.

Principal Accountabilities

Under the direction/supervision of the Senior Democratic Services Officer to:

1. Be responsible for providing a comprehensive, professional and effective Member meetings administration service to designated Committees, other Member bodies, and the Council's Trading Companies to ensure:
 - the preparation and publication/despatch of Agendas, co-ordination of reports and presentation of relevant information for Members' decision making in compliance with the Access to Information Act or other prescribed deadlines
 - the publication and maintenance on the Council's website of relevant documents and information, including Agendas, reports and Minutes, in accordance with statutory requirements and the Council's ICT Strategy/Policies
 - the timely and accurate recording of the proceedings and decisions at meetings, and consequent preparation, circulation and publication of Minutes
 - the timely dissemination and monitoring of Members' decisions
 - Member meetings are conducted in accordance with statutory/constitutional requirements and procedures.

2. Be responsible for providing comprehensive, professional and effective committee support services to ensure:
 - the proper scheduling of appropriate Member and Trading Company meetings
 - the effective and efficient management of the democratic processes involved
 - the preparation and presentation of reports related to the democratic process for allocated committees, member bodies and Trading Company meetings
 - the provision of research and policy support in relation to the meetings serviced
 - the administration of public participation schemes
 - the administration of appointments to Outside Bodies
 - the dissemination of relevant information to Members
 - the treatment of all Members of each political Group on an equal basis.

3. Act as the lead advisory officer to the Chairman, Lead Officer(s), Councillors, external stakeholders and the public on legal, constitutional and procedural matters in support of items 1 & 2 above (recognising the complexities of different structures and constitutions).

4. Assist in the delivery of Member Support functions, including:
 - the administration of the Members' Allowances & ICT Schemes and Members' Registration and Declaration of Interests and Gifts and Hospitality Schemes, and the provision of advice and guidance to Members in relation to these schemes, as required
 - the dissemination of relevant information to Members
 - the creation and maintenance of Member databases, including those relating to Member and public attendance at Council, Board and Committee meetings;
 - administering arrangements relating to the hiring of venues for Member Surgeries in accordance with the approved Council policy
 - managing and maintaining appropriate databases and records relating to Performance Management and Monitoring information for the Democratic Services Team
5. Assist in the delivery of the Member Induction, Training and Development Programmes, including:
 - organisation and administration of Member Induction and Training sessions
 - timetabling and administration of Member Seminars
 - assessment of individual Member training needs, identifying appropriate training and organising attendance by relevant Member(s), where required
 - maintenance of appropriate records, including attendance at and feedback from individual training sessions and Member Seminars; and spending on Member Training and Development during each year
6. Promote understanding of the democratic process to officers, Councillors and the public through mechanisms such as the staff induction process; staff report management and democratic decision-making training courses; Member seminars; schools visits; and other public promotional, consultative and participation activities.
7. Assist in administration connected with Council/Trading Company functions in accordance with the relevant procedures and statutory provisions.
8. Assist in maintaining and updating knowledge and information for the different lead Members and officers.

Under the direction/supervision of the Electoral Services Team Leader to:

9. Assist in:
 - the administrative processes relating to the effective and efficient preparation, publishing and maintenance of the Register of Electors in accordance with defined procedures and timetables;
 - the administrative processes relating to the effective and efficient conduct of all Elections, Referenda and Polls in accordance with statutory requirements, procedures and timescales.

General/Miscellaneous – Corporate and Service Duties

10. Contribute to the continued development and improvement of service.
11. Work together with your Team to ensure that Corporate and Service objectives/targets are achieved and be an advocate of a strong performance management culture.
12. Champion partnership working both internally and with external organisations/stakeholders.
13. Undertake corporate training and development and such personal training as may be deemed necessary to effectively carry out the duties and responsibilities of the post.

14. Demonstrate a commitment to the principles of equality and diversity both in relation to employment issues and service delivery and to adhere to the policies of the Council in the performance of their duties.
15. Adhere to all confidentiality and principles and practice of the Data Protection Act and Freedom of Information.
16. Comply with Health and Safety policies and legislation.
17. Participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
18. Any other duties of a reasonable nature, which may be determined as and when necessary by the Democratic Services Manager.

Special Conditions

This is a Politically Restricted Post

To work outside normal office hours, as required.

To work in other locations/travel to Meetings, as required

Business Travel: Lease Car Essential User Casual User
Average annual business mileage: To be assessed Miles

Pre-employment Checks

Fraud and Corruption Checks CRB - Disclosure