

Job Description



South
Cambridgeshire
District Council

DEPARTMENT	LOCATION
Corporate Services	South Cambridgeshire Hall

JOB TITLE	POST NUMBER
Cabinet Support Officer	

GRADE	SCP RANGE
4	20 - 25

RESPONSIBLE TO	RESPONSIBLE FOR

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED
VDU habitual user

Description Of Duties And Responsibilities

To provide an effective and efficient executive support service to the Leader, the Deputy Leader and the Cabinet overall.

To contribute to the efficient and effective operation of the Cabinet, overseeing the Leader and Lead Cabinet Member's diaries and providing administrative support services.

POLITICAL RESTRICTION

This is a politically restricted post within the meaning of the Local Government and Housing Act 1989.

Key Result Areas/Overview

Dimensions of Job

The post holder will have personal responsibility for supporting the Leader, Deputy Leader and Cabinet; will supervise the delivery of administrative support services for Members. This includes a full range of personal and confidential secretarial and diary management services.

Handle all incoming mail, telephone calls and email and determine which requires the personal attention of the Leader and/or Cabinet and forward other post and telephone calls appropriately.

The post holder will organise and plan his or her own workload and supervise the work of the Resource Officer (Members) to take account of new priorities.

Undertaking research and collating information and relevant documents to ensure that Cabinet is prepared for Council business. Undertaking specific support tasks as required.

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Key Contacts/Communication Links

Internal 55%

Cabinet Members
Councillors
Chief and Senior Council Officers
Officers at all levels

External 45%

Councillors, Civic Heads, Chief and Senior Officers of other local authorities, public organisations and partner organisations
Government Ministers, MPs, MEPs and Peers
Business leaders and other key stakeholders
Members of the public

Key Responsibilities/Specific Duties

1. To provide timely and effective administrative and secretarial support, including setting up appropriate administrative processes, to the Leader and Deputy Leader on a day to day basis, together with support for the Cabinet overall.
2. To act as the link to Executive Management Team.
3. To provide advice and guidance on relevant legislation, regulations and procedures, such as financial and procurement
4. To maintain the diaries of the Leader and Deputy Leader and Cabinet, organising meetings, appointments and making travel arrangements as appropriate.
5. To provide high quality briefing and research support to the Leader and Deputy Leader on a range of issues, ensuring that they are well briefed and appropriately prepared for key meetings and events.
6. Co-ordinate and make arrangements for meetings, visits and attendance at events including training and 'Away Days'.
7. To liaise with Cabinet members, other elected Members and Chief/Senior Officers to promote effective communication and facilitate effective working between the Cabinet and Chief/Senior Officers.
8. To take a proactive approach in identifying areas which are of relevance to the Cabinet, resolving issues using own initiative and anticipating needs.

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9. Support Cabinet in the preparation of the Corporate Business Plan by collating the aims and aspirations of Cabinet and presenting these in suitable formats – presentations, reports, brochures.
10. To set up systems for work programme management and monitoring. Provide updates and progress reports as required.
11. To support Cabinet in dealing with and responding to enquiries from outside organisations and members of the public.
12. To arrange meetings, prepare agenda and reports, making arrangements for external attendees, attend and prepare notes of meetings and co-ordinate follow up actions.
13. To undertake projects to support Cabinet as required and to prepare reports and present findings as appropriate.
14. To respond professionally and appropriately to queries both from internal and external sources and at all times provide a high standard of customer services.
15. To provide advice and guidance to Members in line with the Council's Constitution, procedures and protocols.
16. To supervise the Resource Officer (Members' Services), ensuring the provision of a high quality administrative support service for Members and for the Chairman of the Council and the Civic function and providing advice on protocol and procedure as required.
17. To oversee the delivery of Civic events.
18. To oversee the co-ordination and delivery of the Member Induction and Development Programme.
19. To oversee budgets relevant to Members' services, including monitoring of expenditure in relation to Members' allowances and on Member Development.

POLITICAL RESTRICTION

This is a politically restricted post within the meaning of the Local Government and Housing Act 1989. Amongst other things, this means that whilst you hold this post you may neither become a member of a local authority nor hold certain other public offices.

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council General Data Protection Policies and the General Data Protection Regulations and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

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The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: October 2018