

# Job description



South  
Cambridgeshire  
District Council

<b>Department:</b> Corporate Services	<b>Location:</b> South Cambridgeshire Hall
<b>Job title:</b> Scrutiny and Governance Adviser	<b>Post number:</b> 1195
<b>Grade:</b> 5	<b>SCP range:</b> 25-30
<b>Responsible to:</b> Democratic Services Manager	<b>Responsible for:</b>
<b>Health Considerations/ Risk/ Surveillance Required:</b> Frequent Display Screen Equipment User	

## Description of duties and responsibilities

To play an influential role in the development of an effective, evidence-based and outward-looking scrutiny and overview function at South Cambridgeshire District Council through the provision of advice, policy skills, research and other support. To provide support to partnership and Council committees and to deputise for the Democratic Services Manager where appropriate.

## Key result areas / overview

The post holder will play a key role in providing high profile dedicated support and advice to the Council's overview and scrutiny function, project managing the delivery of in-depth scrutiny reviews, working closely with elected members to scope reviews, develop action plans, undertake research and analysis and prepare reports with evidence-based recommendations.

As a member of the small Democratic Services team, the post holder will have the opportunity to provide support to partnership and other bodies, acting as an Adviser on procedural matters. The post holder will also contribute to supporting the

management of the team, deputising for the Democratic Services Manager where appropriate.



This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.

## Key contacts / communication links

### Internal

- Elected Members
- Executive Management Team
- Corporate Management Team
- Officers at all levels

### External

- Members and Officers of partnership bodies
- Outside organisations
- Statutory agencies
- Public organisations
- Other local authorities
- Expert witnesses
- Members of the public.

## Key responsibilities / specific duties

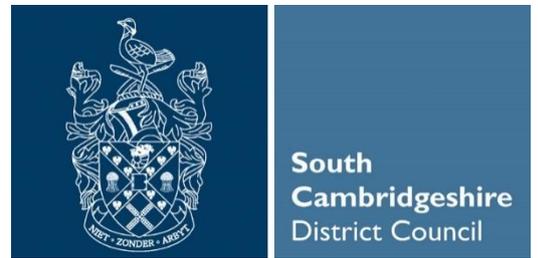
- To work closely with the Chairman and members of the Scrutiny and Overview Committee, council officers and partners in the provision of an efficient and effective Scrutiny and Overview function in terms of policy development and constructive challenge to the Cabinet.



- Through research and through liaison with councillors, officers and external agencies, to facilitate the development and management of a programme of scrutiny and overview which supports the objectives of the Council and its partners.
- To carry out research and consultation to support reviews and investigations carried out as part of the Scrutiny and Overview Committee's work programme.
- To analyse and interpret information of varying complexity (including numerical data) and use the results to recommend appropriate actions and policies.
- To produce high quality reports which are well drafted, focused, relevant and timely and which are well presented to the Scrutiny and Overview Committee, Cabinet and Council, the public, other stakeholders and the media.
- To attend meetings of the Scrutiny and Overview Committee; to respond to requests for advice and guidance; to present reports; and to support Members in formulating effective lines of enquiry and recommendations in relation to the material put forward.
- To provide committee administration support to the committee and its task and finish groups including agenda preparation, minute taking and following up action arising.
- To advise Members on the availability of external sources of expert advice or evidence which will enable them to put forward well-founded, evidence-based recommendations.
- To manage and make recommendations to Members on the use of any budgets available to the Scrutiny and Overview Committee.

- To track the outcome of scrutiny and overview activities and report periodically to the Committee to enable it to review its effectiveness in bringing about change.
- To work with the Communications Team to ensure that the aims and outcomes of Scrutiny and Overview are clearly and effectively communicated to stakeholders.
- To project-manage reviews, internally and in partnership with other organisations, taking a lead role where necessary.
- To enable, and assist where appropriate, in the provision of training for members and officers in overview and scrutiny activities, identifying learning and development opportunities for overview and scrutiny
- To keep up to date in local and national developments in overview and scrutiny, including legislative changes and best practice guidance, and to advise relevant members and officers accordingly.
- To participate and represent the Council in local and regional scrutiny networks.
- To service partnership bodies and internal committees and other bodies as directed by the Democratic Services Manager.
- To deputise in the absence of the Democratic Services Manager, including supervision of officers within the Democratic Services team, as required.
- To represent the Democratic Services Manager, as required, at meetings.

## 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 Data Protection Policies and the Data Protection Act 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.

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: March 2021