

Job description



South
Cambridgeshire
District Council

Department: Corporate Services	Location: Cambourne
Job title: Democratic Services Officer	Post number: Add post number here
Grade: 4	SCP range: 20 - 25
Responsible to: Democratic Services Manager	Responsible for: Not applicable
Health Considerations/ Risk/ Surveillance Required: Visual Display Unit habitual user. May be requirement to attend evenings meetings and to attend meetings at venues around the district.	

Description of duties and responsibilities

Key result areas / overview

The Democratic Services team is part of the Council's Corporate Services department. Its role is to facilitate the Council's decision-making and scrutiny processes, support Councillors in fulfilling their roles and publish information on decisions and the democratic process. It also contributes to work to secure ongoing improvements in Councillor development and the political management structure. The team ensures that all council decisions are properly made and that the public are well-informed with the knowledge about how to get involved in local government decision-making if they wish. The team also ensure that the appropriate structures are in place to enable the Council to establish and maintain high standards of corporate governance led by Members and officers with the right information and skills to do the job effectively.

The postholder will play a key role in enabling the section to: -



- (1) Manage an effective, efficient, open and transparent decision-making process, which meets statutory requirements and enables the Council to make informed decisions and develop its community leadership role.
- (2) Support the induction, training and development of Councillors.
- (3) Promote public awareness and involvement in the democratic decision-making process.

Dimensions of Job – the postholder will:

- Service meetings of Councillor/officer committees, groups and panels, adhering where required to statutory deadlines for the publication of agendas, reports and decisions, and produce high quality minutes.
- Advise Councillors and senior officers on democratic procedures.
- Support and provide advice to the Council’s scrutiny and overview function.
- Have responsibility for his/her own areas of work but operate as part of a team where flexibility in meeting the demands of workloads is vital.
- Work with minimal supervision and determine his/her own priorities within the requirements of the meetings programme.
- Produce his/her own work, making extensive use of the Council’s committee management system (Modern.gov).
- Support livestreamed online meetings, using virtual platforms and/or the Council’s technological systems installed in the Council Chamber.
- Deal with reports which may contain confidential and politically sensitive information.
- Attend meetings, some of which may be held in the evening and/or at venues away from the main Council offices.

Key contacts / communication links

Internal

- Councillors.
- Officers at all levels including the Leadership Team and Deputy Monitoring Officer.



External

- Members of the public making enquiries.
- Senior Officers and Members from our key local partner organisations.
- Officers from other local authorities, including parish clerks.
- Representatives of other public and private organisations.

Key responsibilities / specific duties

- Service formal and informal meetings and panels of the Council and its key partnerships, including arranging meetings, preparing and distributing reports and agendas within deadlines, attending meetings to record the proceedings, presenting reports as necessary, preparing minutes and action sheets and monitoring actions as appropriate.
- Ensure effective communication of decisions and follow-up actions, including co-ordination between the Council, Cabinet, Scrutiny and other bodies as appropriate.
- Take action and carry out research as required in relation to the meetings serviced.
- Prepare and publish the Weekly Information Bulletin for distribution to all Members, officers and parish clerks.
- Provide information and advice about Council decisions and processes for the public, councillors and officers.
- Assist with provision of services to councillors.
- Support arrangements for Member induction, training and development.



- Assist the promotion of understanding of the democratic process, particularly amongst members and officers.
- Contribute to the development and effective use of the Modern.gov committee management system.

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: 18 06 2021