



Job Description and Person Specification

Job Title:	Graduate Democratic Services Officer	
Post number:	P1319 and P1629	Technical and Professional Services Level 4
Grade:	Grade 6	
Service:	Chief Executive & Policy Department –Democratic Services	
Progression:	Progression through the grade is dependent on satisfactory performance against delivery targets, values and behaviours	
Hours per week:	Full time – 37 hours	
Accountable to:	Democratic Services Manager	
Date created/ reviewed	November 2015, July 2019	

JOB DESCRIPTION FOR GRADUATE DEMOCRATIC SERVICES OFFICER

Job Purpose

To support the Council's democratic decision making process through the effective administration of committee business including the provision of effective policy research support, analysis and advice to the Council's Scrutiny Committees in their statutory roles in relation to holding the Executive to account and in policy development and service improvement.

Accountabilities

1. Administration of Council, Cabinet, committees (including Scrutiny Committees) or consultative body meetings, working groups, planning appeals and charity collections. Including all aspects of arranging and scheduling meetings and briefings; assembly, publication and distribution of Agendas and reports; drafting and publishing of concise, accurate Minutes, Decision Notices, Action Sheets and Forward Plans in an appropriate written style in accordance with statutory requirements and local performance targets.
2. Deliver excellence in support of the democratic process and enhance the role of elected Councillors as community leaders by providing information, advice, guidance, and administrative services to councillors (including researching, analysing, diagnosing, interpreting, evaluating and processing information) and to do so with discretion, sensitivity and political awareness.
3. Communicate appropriately with officers and Councillors about requirements for reports or other forms of input to decision making in order to ensure the effectiveness and transparency of the democratic process.

4. Provide policy support and research services to Executive Members and Group Leaders (e.g., briefings, reports, presentations), co-ordinate and support Councillor input into corporate and consultative processes to achieve effective councillor participation.
5. Provide advice and assistance to Councillors and officers on legal, procedural and technical aspects of the democratic process, Freedom of Information and Access to Information requirements, to ensure the operation of the democratic process fully complies with legal, procedural, technical and best practice requirements.
6. Support Scrutiny Members by providing policy research, analysis and advice and project management support to enable policy development and service improvement or in challenging decisions made by Cabinet under the Council's call-in arrangements.
7. Build effective working relationships with Heads of Service, strategic and operational officers in relation to work on scrutiny projects, including Call Ins in order to gain collaborative input to policy development and service improvement
8. Research and write high quality reports for Council, Cabinet, committees and consultative body meetings and working groups in relation to legislative and constitutional developments in local government on aspects of the democratic process. These may include evolving governance models, references from one committee to another or recommending evidence based policy options including interim and final reports of scrutiny reviews to enable consideration and decision making by Members on policy options.

Demands

<p>Knowledge</p> <ul style="list-style-type: none"> • Able to provide tailor-made solutions to complex problems following a period of training. • Able to interpret complex information and situations and develop plans and solutions over the medium/long term <p>Mental Skills</p> <ul style="list-style-type: none"> • Able to sustain concentration and mental focus in order to grasp and record key elements of discussion and decision making for up to 5 hours at a time up to 10 times per month • Able to switch between different tasks in order to respond as required to job requirements and priorities demand, at least 10 times per working day • Able to apply knowledge of law, procedure and practice to the democratic decision making process, advise accordingly and make changes or recommendations for change. • Able to analyse complex statistical, legislative and policy information, including comparative analysis, and to draw evidence based conclusions for up to four hours at a time three times per week • Able to report justifiable conclusions in order to facilitate informed decision making for up to 2 hours twice a week • Able to develop innovative ideas and solutions up to 25 times per year • Able to write complex reports setting out analysis and recommendations on policy and practice up to 15 times per year • Able to maintain concentrated, focussed mental attention on high level intellectual
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tasks such as policy analysis for periods of up to 2 hours 3 times a week

- Able to influence and persuade officers or Members in relation to evidence based conclusions drawn from research and analysis for up to 2 hours 3 times a week
- Able to manage complex projects and multiple conflicting demands for up to four hours three times per week

Interpersonal and Communication Skills

- Able to communicate effectively deal with people and situations that arise

Physical Skills

- Able to use ICT confidently and have good keyboard skills

Initiative and Independence

- Able to use own initiative and plan own workload whilst working within recognised policies and procedures.
- Able to work independently to solve problems and provide solutions whilst seeking advice from supervisor on more complex problems/issues.

Working Conditions

Normal office environment

Other Employment Requirements

Willing and able to work outside normal hours for evening meetings
 Willing and able to work from home occasionally if required
 Must pass a basic disclosure check

ROLE SPECIFIC PERSON SPECIFICATION FOR GRADUATE DEMOCRATIC SERVICES OFFICER

Criteria	Essential	Desirable	Assessment
Values and Behaviours			
Customer Driven	X		I,T,R
We Care	X		I,T,R
We are Confident	X		I,T,R
We Work Together	X		I,T,R
Trusted	X		I,T,R

Qualifications				
Q1	A degree or equivalent qualification in relevant subject, or experiential learning to that level gained in similar role.	X		A,D,I
Q2	Evidence of commitment to personal/professional learning and development	X		A,D
Q3	Relevant professional qualification, and appropriate level of membership of relevant professional/practicing body.		X	A,D
Knowledge				
K1	Up to date data protection, security and confidentiality awareness.	X		A,I
K2	Basic knowledge and understanding of the various functions of local government	X		A,I
K3	Understanding of procedural issues and willingness to learn committee practices and relevant technical and legal requirements	X		A,I
K4	Understanding of political sensitivities and how to act in a politically neutral manner	X		A,I
K5	Commitment to and clear understanding of equal opportunities and health and safety issues relevant to work area	X		A,I
K6	Detailed knowledge and understanding of policies, procedures, working practices, processes and systems related to Democratic Services		X	A,I
Experience and Skills				
E1	Significant relevant work experience where there has been a need to produce written documents to a high standard	X		A,I,R
E2	Experience gained in a political environment working in a similar role.		X	A,I
E3	Proven communication skills using both written and spoken forms of English.	X		A,I,T
E4	Proven ability to analyse numerical data (e.g. in reports and spreadsheets) and draw accurate and relevant conclusions.	X		A,I,T
E5	Experience using varied ICT and keyboard skills	X		A,I,T
E7	Experience of writing straight forward reports and drafting or contributing to more complex reports and analysis.	X		A,I,T
E8	Web editing skills with the ability to write for the web		X	A,I,T

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at our Technical and Professional Level please see the generic job description/person specification on our website [here](#).