



## Job description

<b>Job title:</b>	Democratic Services Officer
<b>Post No:</b>	
<b>Grade:</b>	Band 6
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Senior Democratic Services and Scrutiny Officer

### Purpose of the job

To ensure the effective operation of the Council's decision-making structures, to undertake associated administrative duties and to provide support to the members of the Council.

To clerk meetings and to assist in achieving a professional democratic function to ensure proper and lawful decision making by members and officers.

To provide basic democratic advice across service areas sometimes in pressurised, highly confidential and/or politically sensitive circumstances.

To be delivering an effective and appropriate service to all service areas fairly without discrimination.

### Main areas of responsibility

1. To provide basic professional procedural advice to members, officers and the public on the law and practice of governance processes such as delegated decisions, rules of debate and member interests and be a point of liaison for members in line with legal and constitutional requirements.
2. To undertake the duties of committee administrator for Committee meetings and lead member meetings specifically in respect of:-
  - Arranging meetings, appeals, briefings and training sessions bringing together elected councillors and key stakeholders.
  - To ensure that all reports submitted by Officers are received in accordance with strict deadlines and are consistent with corporate guidelines.

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- To administer and publish the Councillor Register of Interests and Other Registerable interests forms and to provide advice to members on these matter.
  - To organise and prepare agenda for meetings of the Council, Committees, officer groups and partnership forums, ensuring that statutory requirements have been fulfilled and procedures involving public participation and consultation have been observed.
  - To attend evening meetings and to provide cover as required.
  - To write the minutes of meetings and undertake research as required.
  - Assisting elected members in their induction and development.
  - To ensure the accurate maintenance of the filing and official Committee records system through electronic means wherever possible.
3. To advise on the procedural and administrative aspects of the Committee process with regards to the constitutional and legislative framework in formal meetings; to assist Chairs, Lead Officers and senior officers and the public on the conduct of meetings.
  4. Safeguarding the integrity of regulatory and scrutiny functions within our decision making framework.
  5. Monitoring the contents of the Constitution in respect of the Council's committee procedure rules and advising/liaising with the Senior Democratic Officer on any necessary amendments.
  6. Maintaining and updating the Councils Constitution.
  7. To provide cover for meeting attendance within Democratic Services.
  8. To contribute to the initiation, development and maintenance of administrative procedures and practices governing the work of Democratic Services.
  9. To provide support in implementing and maintaining the electronic Committee management system.
  10. To assist with the organisation and content of the Members Bulletin and Forward Plan.
  11. To assist with the organisation of civic/ceremonial functions.
  12. To undertake such other duties and responsibilities that are equal/similar to the responsibility level and grade of the post as may be determined from time to time.

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13. To work proactively with the Assistant Director for Governance and Democracy and Senior Democratic Services and Scrutiny Officer to develop the future direction of the service and participate in the setting of its targets and goals.
14. Contribute to the continuous development of the Corporate Services directorate and promote Democratic Services as a professional and knowledgeable service.
15. Actively support new initiatives and try different ways of doing things.
16. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

## Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

## Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

## Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

## Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

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## Person specification

### Experience

- Working in or experience of working in Local Government. (E)
- Experience of advising elected members (D)
- Experience of Democratic Services gained in a local authority environment (D)

### Qualifications

- Level 4/A 'Level standard of education or equivalent (E)
- Maths and English and GCSE or equivalent. (E)
- Evidence of continued professional development. (D)

### Knowledge of

- Good understanding of the functions of the Council. (E)
- Ability to interpret Constitutional provisions. (E)
- Ability to prepare clear and concise minutes, reports and decision-notices. (E)
- Flexibility and willingness to get involved in a variety of Council activities including civic support. (E)
- Understanding of key pieces of legislation and the Constitution as they relate to local authority decision-making. (D)
- Knowledge of Local Government legislation relevant to the service. (D)
- Knowledge of the ethical framework as set out within the Localism Act. (D)

### Skills in

- Excellent written and oral communication and presentation skills including report writing and minuting skills. (E)
- Ability to work on own initiative with minimal supervision. (E)
- Organisational and time management skills – self and others. (E)
- Able to manage heavy workload and conflicting priorities. (E)
- IT skills, particularly Word, Excel, Outlook, PowerPoint and SharePoint. (E)
- Modern.Gov (D)

### Motivation

- Inter-personal communication skills to engage with officers, members, the public, agencies and partners to ensure a professional image of the Council
- Self-motivated with drive and enthusiasm. (E)
- Ability to work flexibly and adapt to changing priorities. (E)
- A problem-solving and innovative approach to work. (E)
- Ability to work under pressure and meet deadlines. (E)
- Commitment to team working. (E)
- Awareness of customer care issues. (E)

### Special

- Commitment to Council policies on Equalities, Health & Safety and Customer Service. (E)

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