



Job description

Job title:	Corporate Services Administrative Officer (Legal, Elections and Democratic Services)
Post No:	019CEN
Grade:	Band 5
Directorate:	Corporate Services (Governance & Democracy)
Reports to:	Senior Lawyer (Team Manager)

Purpose of the job

Responsible for the provision and delivery of high-quality administrative support services within Governance and Democracy service areas which includes Legal, Democratic Services and Elections. Ensuring the timely and effective administration of duties in line with the requirements of the Governance & Democracy service areas, Council policy, legislation and best practice. To be able to work in a fast paced, (sometimes pressurised), highly confidential and/or politically sensitive environment. To deliver an effective, responsive and timely service to all service areas fairly without discrimination.

Main areas of responsibility

- To be proactive and provide the Governance & Democracy service areas (Legal, Democratic Services and Elections) with administrative support as required
- Deliver high standards of administration across legal and information governance:
 - Opening/closing legal files
 - Organising / minuting meetings
 - Drafting legal documents / responses to requests
 - Tracking deadlines and ensuring compliance with deadlines (court, meetings, policy etc.)
 - Co-ordinating sealing of documents
 - Redacting documents

- Plan and carry out general administrative duties for the Governance and Democracy Service Areas (Legal, Democratic Services and Elections) including but not restricted to:
 - reprographics
 - raising of orders
 - maintenance of periodical payment registers
 - preparation of invoices for payment
 - setting up meetings (internal, member and external)
 - minute taking
 - diary management
 - photocopying and reprographics duties
 - Electoral support
 - Any other administrative duties as required
- Monitor and report on information/activities relevant to the service area and provide relevant management information including the collation of performance data and updating of relevant documents
- Responsible for the maintenance of the Governance and Democracy Service Areas inventories and timely completion of Governance and Democracy Service Areas data returns.
- Maintain and develop electronic information systems including data bases and filing structures using corporate systems.
- Responsible for updating and maintaining the Governance and Democracy Service Areas registers including but not limited to the Contracts Register, the Risk Register, File Register, Deed Register, Court Costs Register etc. as requested.
- To ensure that corporate complaints, data protection requests and requests for information within the service are allocated and responded to in line with relevant Policies and legislation (where necessary)
- To process, log and co-ordinate responses to council-wide requests for information and complaints across all departments in accordance with the appropriate legislation.
- To support and co-ordinate responses to data breaches and issues relating to data protection;
- To redact documents including but not limited to Subject Access Requests, reports, and other documents as requested
- To be flexible and able to perform under pressure
- To provide cover for Business Support Officer annual leave arrangements
- To provide all other administrative support as required across the organisation

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 affected 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.

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.

Date Reviewed: 05 October 2022

Reviewing Manager: Kieran Stockley



Person specification

Qualifications

General standard of education to GCSE or equivalent level including Maths and English and/or significant administration experience.

Comprehensive administration experience

Developed organisation and time management skills

Knowledge and understanding of Council policies and relevant legislation

Able to communicate effectively in writing and orally.

Confidence in dealing with officers at all levels of the organisation.

Flexible attitude and able to perform under pressure with the ability to provide cover for Business Support Officer annual leave arrangements

Developed working knowledge of Microsoft Office suite applications.

Understanding of and commitment to Health and Safety legislation and guidance