

JOB DESCRIPTION

- Job Title:** Democratic Services Officer
- Hours of Work:** 12 hours a week flexible working Monday - Friday
- Some evening work will be required to attend Council meetings. Work will be mainly at the Beehive and can be remote working.
- Responsible to:** Town Clerk
- Salary:** LC2 (substantive Range, SCP 24 – 28)
£28,672 - £32,234 (pro rata) (subject to 21/22 pay award plus annual pay award and LGPS enrolment)
- Responsible for:** The Operational Management and Administration of Honiton Street Market and for carrying out routine maintenance.

Job Purpose

1. The post holder will support the Town Clerk and Councillors to provide an efficient, effective and comprehensive committee support service to the Council and various committees.

Key Activities

1. The post holder will support the Town Clerk and Councillors to provide an efficient, effective and comprehensive committee support service to the Council and various committees.
2. To support and assist the Town Clerk to develop all necessary procedures (including computer-based systems) to be followed by the Administration Team necessary to ensure the preparation of agendas, reports, minutes and related materials for the Council and Councillors.
3. To support and assist the Town Clerk to provide advice and support to all Councillors.
4. To support and assist the Town Clerk to develop and enhance the advice and support provided to officers and the public to support the democratic process (including web-based information and social media).
5. To support and assist the Town Clerk in specific administrative tasks/projects in support of the work of the team.
6. To prepare full council and committee agendas and to ensure reports are consistent with the house-style and contain all required information. Assist with all aspects of the administration of allocated meetings, in accordance

with statutory requirements and the Council's procedures.

7. To attend and minute meetings as required, publish any decision notices relating to those meetings and deal with any associated correspondence or administrative action arising from meetings.
8. To have good knowledge of the democratic arrangements in the Council and to advise Chairs, Councillors, Officers and other stakeholders on the interpretation of Standing Orders and other procedural matters, under the direction of the Town Clerk.
9. To observe appropriate confidentiality with all sensitive materials and information.
10. To undertake research and consultation in support of the Council's Forums and to compile briefing notes to support Task and Finish Groups, Forums and public engagement consultations.
11. To assist with the planning and administration of Councillor training and development initiatives of the new Councillor induction programme.
12. To attend training courses on the work and role as required.
13. To undertake specific projects from time to time at the request of the Town Clerk.
14. You will be required at times to work outside the normal hours of the working day, such requests will be planned in advance.
15. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.
16. To comply with the Council's Governance and Policies.
17. To undertake necessary training as identified by the Town Clerk from time to time.

Person Description

The post holder should be organised and able to deal with Councillors and the public in a professional manner. They should be a good team player and work closely with Council staff with Members of Town Council. Desirable specific skills include;-

1. A to C in English & Maths at GCSE level or equivalent.
2. Excellent written and oral communication skills
3. General administration and presentation skills
4. Good working knowledge of Microsoft systems – particularly Outlook, Word and Excel
5. Experience of updating posts/pages on websites and social media.
6. Excellent people skills – creating strong relationships with a wide variety of groups and individuals.
7. Ability to write clearly, concisely and precisely, particularly minutes of meetings and reports to Committees and Council.
8. An ability to deal with tasks in an organised and prioritized way – and as swiftly and effectively as possible.
9. Multitasking and working under pressure can be prevalent so time management skills are vital. The ability to prioritise is fundamental to ensure the smooth running of the team.
10. An ability to work on your own initiative and be self-motivated.
11. A thorough approach to work – and a keen eye for detail.
12. Working in an office environment.
13. Demonstrable proficiency and practical knowledge of committee management.
14. Demonstrable track record of strong performance in the role with responsibility for decision-making committees subject to formal procedures.
15. Ability to explain the Constitutional provisions (Standing Orders, Financial Regulations) in relation to meetings and the obligations of Members.
16. Ability to manage a wide variety of different types of meetings e.g. formal, informal, and partnerships.
17. A degree or equivalent and/or experience in a government/local government environment.