



JOB DESCRIPTION

POST: Governance Support Officer

DEPARTMENT: Governance

REPORTING TO: Senior Governance Support officer

RESPONSIBLE FOR: None

Grade: 4

MAIN JOB PURPOSE:

- a) To facilitate, co-ordinate and support an effective officer and member decision making structure and process ensuring good governance practices are embedded within the service.
- b) To act as guardians of the Councils constitutions, keeping them under review and up to date and providing expert advice on the respective Constitutions within both Councils.
- c) To provide the Member support function including pro- active role in Member development, member briefing and facilitation role.
- d) To provide advice to senior members and other Council members, Corporate Directors and other senior managers on procedures relating to meetings of the Council's Committees, informal working groups and other bodies to ensure effective and efficient decision making.
- e) To provide governance support to external community organisations such as Parish Councils, acting as interim or temporary or replacement Parish Clerk on occasion.

DUTIES AND RESPONSIBILITIES:

- a) To provide effective support to officer and member decision - making forums and processes through providing clear corporate processes, practice notes and procedures for the decision-making process, and providing advice thereon.
- b) To co-ordinate the Forward Work Plan for committees and associated processes, ensuring the information remains current, providing reports to

Senior Leadership Team providing advice on and maintaining an overview of the progress and procedures of work items listed in the plan.

- c) To provide agenda management, minute taking and record keeping services to both Member and key management decision making forums.
- d) To co-ordinate the timetabling of member and key officer decision making meetings.
- e) To provide a bespoke information and advice giving service to members ensuring members have access to a range of approaches for the receipt of information, where appropriate acting as sign posting and mentoring service for Members, assisting with their constituency role, ensuring Members have the necessary tools to carry out their roles.
- f) Where necessary to support electoral processes.
- g) Any other duties of a similar nature which may be required.

Additional information

- a) Does this job require a DBS check? **Yes/No**
- b) Full driving licence? **Yes/No**
- c) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- d) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: An Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Relevant qualification at NVQ3 and extensive relevant experience.	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Extensive knowledge of Council structure and functions, Council constitutions and decision-making processes at both member and officer level.	A/I/T
Excellent knowledge of constitutional and legal procedures within a local authority environment (e.g. the law relating to meetings, propriety of Members and understanding of the Local Government Act 2000 in relation to political management structures).	A/I/T
Good knowledge of administrative law, council committee group and delegation good practice.	A/I/T
Good understanding of the Council's policies and procedures in respect of political management, standing orders, rules of procedure and local conventions/protocols	A/I/T
Understanding of current good practice in member support and development.	A/I/T
General understanding of the electoral process.	A/I/T
Working in a local authority democratic environment providing committee support.	A/I/T
Experience of Local Government committee administration and/or policy role involving regular contact with Members and senior Officers.	A/I/T
Advising members and senior officers on constitutional and decision-making practices.	A/I/T
Some project management experience	A/I/T

SKILLS/ATTRIBUTES*(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)*

Knowledge of and the ability to facilitate good decision-making including agenda management and minute taking and record keeping skills.	A/I
Good knowledge and understanding of the member role and the ability to work pro-actively within differing political cultures.	A/I
Excellent organisational skills.	A/I
Tact, diplomacy, patience, good interpersonal skills.	A/I
High level of proficiency in English, both oral and in writing	A/I
Keyboard skills including a working knowledge of Word, Excel and Outlook.	A/I
Research, reporting and project management skills.	A/I
High levels of Political awareness and sensitivity	A/I
Works proactively and collaboratively in cross-service project teams when representing own specialism.	A/I
Uses transferable skills and develops new skills as necessary to provide a flexible resource to meet corporate priorities.	A/I
Analyses and interprets varied situations and problems and provide answers to problems/issues.	A/I
Exchanges complicated or sensitive information with a range of different people and groups.	A/I
Uses developed negotiating or persuasive skills to encourage others to adopt a particular course of action.	A/I
The ability to produce minutes and other documents and use appropriate software and new technology.	A/I
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP

EQUALITY AND DIVERSITY

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).

A/I

Our Values
...we believe in

OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**



- We empower, value and develop our people to work together as one dynamic and efficient team.
- We care about delivering high quality, customer-focused outcomes with our communities and partners.
- We are open, transparent and truthful.
- We take pride in our work and take responsibility for our actions.
- We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.