

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

JOB PROFILE

JOB TITLE: SCRUTINY OFFICER	
REPORTS TO: COMBINED AUTHORITY	DATE: February 2017
Grade 10 with current full time salary between £30,756 to £34,106 per annum	

Purpose

To be responsible for the coordination of and provision of support to Overview and Scrutiny Committee, Audit and Governance Committee and other committees of the Cambridgeshire and Peterborough Combined Authority and to support the authority's governance arrangements.

The key elements of the role are as follows:

- Assist the Monitoring Officer as custodian of the Combined Authority constitution, specifically in relation to Overview and Scrutiny and Audit and Governance.
- Maintaining awareness of changes in legislation, policy and practice in respect of the scrutiny function.
- Assisting the committees with a range of support activities, to include work programming, advice, research, project planning and report writing.
- Ensure good policy development and scrutiny practices are in place through support to Members and identification of appropriate learning, training and development opportunities.
- Liaising with appropriate Officers within the combined authority to ensure the provision of relevant information to the committees.
- Liaising with external organisations in terms of their information provision to the Overview and Scrutiny Committee (to include briefing witnesses and other providers of evidence).
- To advise Constituent Councils on meeting their overview and scrutiny obligations in relation to the Combined Authority.
- Assisting Members with appropriate consultation exercises.
- Assisting Members with the drafting of reports.
- Provide committee administration support as required with, in particular, agenda preparation, minute taking and publication.
- Developing and delivering training to Members and Officers in complex subject matters
- Consultation with interested parties on reports and proposals and arranging publication of reports.

- Benchmarking/assessing Best Practice from elsewhere.
- Completion of research to benchmark policy development and scrutiny activities with other unitary authorities.
- Working closely with Democratic Services Officers to ensure overall support to the scrutiny function.
- Assisting the Monitoring Officer and Chief Finance Officer in monitoring and reporting on the effectiveness of the scrutiny and audit functions.
- To take reasonable care of your own health and safety and co-operate with management so far as is necessary to ensure compliance with the Authority's health and safety rules and with legislation requirements.
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
- To create presentations, develop and deliver training to colleagues, Senior Managers, Members, outside bodies and partner organisations to enable them to build an understanding and an overview of the policy development and scrutiny functions.
- To undertake or commission research work and information gathering activities so that elected Members are well briefed and supported with relevant information and evidence when undertaking audit, scrutiny and policy development.
- To undertake other duties and responsibilities commensurate with the grading and nature of the post.
- To ensure Member compliance with the code of conduct and declaration of interest rules, including the publication of forms.
- To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by the combined authority.
- This post is Politically Restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.

NB This post may require some out of hours working for which time off in lieu will be arranged.

PERSONAL SPECIFICATION

Experience/Knowledge

- An extensive understanding of the requirements of Overview and Scrutiny and Audit and Governance in the public sector would be desirable.
- Successful record of planning, prioritising and producing work of a high standard.
- An awareness of Combined Authorities and Elected Mayors.
- Direct experience of operating within a changing environment.
- Experience of working with a wide range of people
- A successful track record in local government
- Extensive experience in one of the following areas: ---
Scrutiny support

	<p>Policy development</p> <ul style="list-style-type: none"> ● An understanding of the legislative provisions relating to the subject area.
Competence	<ul style="list-style-type: none"> ● The ability to maintain productive working relationships with Members and with Officers at all levels within the combined authority. ● An understanding of the combined authority's core values and objectives. ● The ability to prioritise work and deliver outcomes within timescales. ● The ability to understand, interpret and communicate varied & complex data and information. ● Report writing & data processing skills. ● Ability to develop and implement strategies, plans and frameworks over long-term ● Proven ability to work in a rapidly changing environment. ● Experience in research and development activity including data analysis ● Experience of all software associated with Microsoft Office.
Qualifications	<ul style="list-style-type: none"> ● Educated to graduate level plus relevant professional qualification or extensive demonstrable experience in directly relevant work experience.
Personal Qualities and Attributes	<ul style="list-style-type: none"> ● A working style which inspires confidence and respect of Officers and Members ● Motivation, energy and enthusiasm ● Ability to communicate effectively and persuasively with others, orally and in writing ● Political sensitivity ● Tact combined with assertiveness where appropriate ● Able to demonstrate positive response to change ● Skilled in the delivery of training and provision of advice, in an accessible manner, on complex issues ● Ability to work with minimal supervision in managing workload and produce work under pressure to strict timescales. ● Highly developed skills in diplomacy and negotiation to enable effective working in a politically sensitive environment.
Personal Circumstances	The job will involve some evening and possibly weekend working.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Combined Authority's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the</p>
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	<p>employer.</p> <p>The Combined Authority is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>