

Person Specification

JOB TITLE: Senior Democratic Services Officer **POST NO:**

GRADE: Grade **DEPARTMENT:** Democratic Services

HOURS: 37 Hours per Week **DIRECTOR:** Rochelle Tapping

DIVISION: Constitutional Services Team **COMPLETED BY:** Dan Kalley August 2023

DATE:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>A knowledge and understanding of corporate governance. (A&I)</p> <p>A knowledge of the administration of meetings including collation of agenda papers and preparation of minutes. (A & I)</p> <p>A knowledge of database maintenance and record keeping. (A & I)</p> <p>A knowledge of local government decision-making arrangements. (A&I)</p> <p>A knowledge of the administration of a range of hearings. (A & I)</p>	
SKILLS & ABILITIES	<p>Ability to communicate effectively in liaising with Elected Members, Senior Managers, Stakeholders and the Public in a politically sensitive environment. (A & I)</p> <p>Highly developed communication and interpersonal skills in order to interact effectively and provide clear advice and guidance to elected Members, senior officers, local residents and a range of internal and external clients with a significant degree of confidence, tact and discretion. (A&I)</p> <p>Significant political management skills involving the judgement and confidence to correctly advise and guide members and officers of the Council. (A&I)</p> <p>Ability to contribute positively to organisational change in adopting new working practices and utilising new technology. (A&I)</p> <p>Ability to adopt a 'solutions based' approach in handling a varied and changing workload. (A&I)</p> <p>Ability to record notes of meetings, indicating actions agreed and responsibilities for those actions. (A & I)</p>	

	<p>Ability to prioritise workload to meet tight deadlines and targets. (A & I)</p> <p>Ability to work accurately and with strong attention to detail. (A & I)</p> <p>Ability to maintain confidentiality when conducting duties. (A & I)</p> <p>Ability to network with persons and parties inside and outside of the Council (A & I)</p> <p>Ability to use modern office technology and software with practical experience of using Word, Excel and Powerpoint). (A & I)</p> <p>Ability to record discussion and decisions during meetings, ensuring these are recorded accurately and are legally sound (A&I)</p> <p>Managing projects using experience and skills in the service area (A&I)</p> <p>Ability to think creatively to solve problems of a complex nature and offer solutions when required. (A&I)</p>	
EXPERIENCE	<p>Experience of supporting the delivery of a business plan and/or achieving performance targets. (A&I)</p> <p>Experience of statutory interpretation and compliance and/or working within a regulatory environment. (A&I)</p> <p>Experience of using committee management systems for example mod.gov (A&I)</p> <p>An understanding of local government law and practice in relation to decision making and scrutiny in accordance with the Local Government Act 2000.(A&I)</p> <p>Experience of supporting a governing body, management board, committee or project team in the capacity of clerk (A & I)</p> <p>Demonstrable evidence of applying specialist knowledge and providing advice in relation to specific specialist area. Providing administrative and support services at a senior level within a local authority or similar organisation.(A&I)</p>	
QUALIFICATIONS	<p>A good standard of education, with a minimum of 5 GSCE Level C or above in English and Maths, or equivalent. (A)</p>	<p>'A' level standard education or equivalent. (A)</p>

CORPORATE RESPONSIBILITIES	<p>Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do.</p> <p>Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.</p> <p>Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.</p> <p>Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.</p> <p>Being commercial – creating opportunities to generate growth, income and maximise commercial potential.</p>	
PERSONAL CIRCUMSTANCES	Flexibility to work additional hours outside normal office hours to support meetings of the Council and its committees. (A&I)	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]