

Job Description

Department: LEGAL AND GOVERNANCE

Division/Section: CONSTITUTIONAL SERVICES

Job Title: EXECUTIVE AND MEMBERS SUPPORT OFFICER

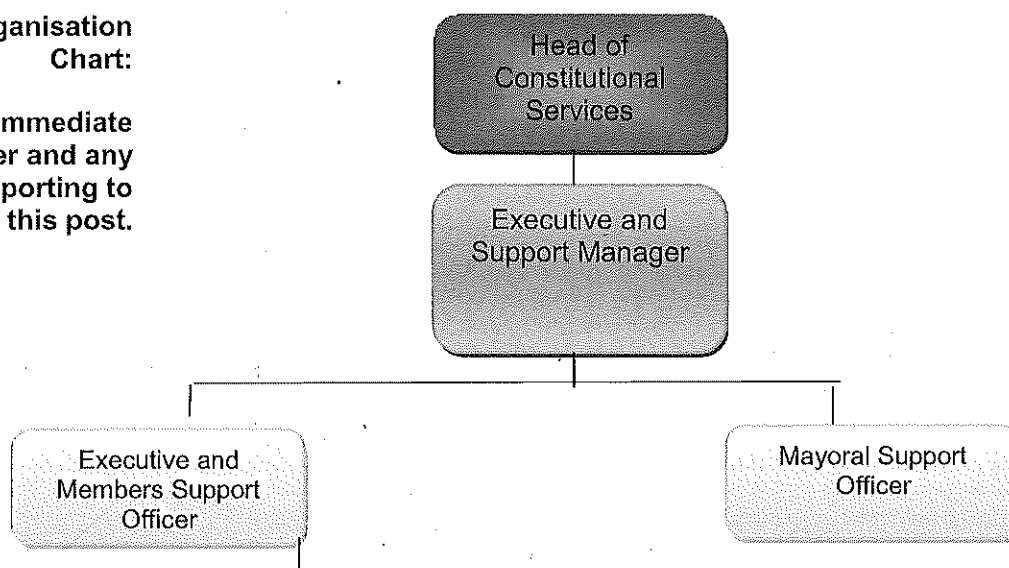
Post Number:

Grade: Grade 8

Reports to: EXECUTIVE AND MEMBERS MANAGER

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



CRB Check applicable? None ☒

Is post exempt under the Rehabilitation of
Offenders Act 1974 in respect of declaration of
spent convictions?

Yes ☐ No ☒

**Line Management
responsibility for:** No. of direct reports: 0
No. of indirect reports: 0

Job Purpose

To ensure the provision of an efficient and confidential secretarial support to all members of the council including, as appropriate, the Leader, Ceremonial Mayor, Deputy Mayor and Cabinet Members.

Main Duties and Responsibilities:

1. To be the first point of contact for all Members to ensure that they can carry out their ward duties to the best of their ability for residents within the City and to advise on custom and protocol around dealing with all Members.
2. Co-ordinate & organise Members ward surgeries as required including booking of venues and making the necessary payments.
3. Work with Members on the allocation of monies from the Community Leadership Fund working with relevant officers to ensure that all applications are monitored and paid.
4. Take responsibility for the maintenance of Members Lounge and all Political Group Rooms.
5. Ensure that all Members, including the Leader & Ceremonial Mayor, car parking permits are in place and that all Members are aware of the processes involved in amending vehicle details.
6. Provide officer support to the All Party Policy meetings including taking and distributing notes and action points.
7. To support civic events as detailed within the civic events calendar, along with other ad-hoc events as they arise, including Honorary Freedom of the City, Aldermans and Twinning events.
8. To undertake all necessary tasks in order to ensure professional delivery of all events including designing and send invitations, booking venues, promoting the event and collating responses and other tasks as necessary.
9. To ensure an up to date civic events list is maintained and shared with relevant parties.
10. To manage the shared in-boxes for Members, Mayoral and Cabinet Members to ensure all enquiries are dealt with in an efficient, effective and timely manner.
11. Prepare a weekly schedule of engagements for the Ceremonial Mayor and Deputy Mayor for distribution to Councillors; Press, Directors and Heads of Service and assist, where necessary, in diary management for the Leader, Deputy Leader and Cabinet Members.
12. To understand the political composition of the Council to ensure that any services or advice provided are sensitive to the current political environment.
13. To assist in the induction of new Members and the Ceremonial Mayor and Deputy Mayor liaising with the Democratic Services Team.
14. To work alongside the Charity Committee and other event organisers as required, offering advice and occasional administration support, such as printing posters, invitations and order of service.
15. To raise purchase orders on the Agresso system and ensure that all invoices are completed in a timely manner.
16. To oversee the expenses for all Members including the Leader, Ceremonial Mayor and Cabinet Members.
17. Maintain accurate recording of all Members ICT Equipment ensuring that all Members can undertake their roles and responsibilities effectively.
18. To ensure continued improvement of office procedures, project plans, systems and processes to ensure the office is run in an efficient, effective and professional manner.
19. Work with the Executive Manager to prepare a regular report on the Ceremonial Mayor's engagements for each meeting of the Full Council.
20. To demonstrate a high level of flexibility in forging a positive working relationship with all Members including the Leader, Ceremonial Mayor and Cabinet Members, tailoring support to

their individual requirements. To also be flexible around providing support for events on evenings and weekends.

21. To assist in the preparation of speeches for the Leader, Ceremonial Mayor and Deputy Mayor and to conduct background research as and when required.
22. To promote and advise upon the provision of information about Members for public and colleagues use (leaflets etc) and ensure up to date information is available on Insite and the Council's website where appropriate, particularly following elections.
23. To receive and register Gifts and Hospitality notifications and report to the Internal Audit Manager on a monthly basis, ensuring all records are up to date for Audit purposes.
24. To be responsible with the collection and publication of Members of the Council and Members of Parish Councils Declarations of Interest.
25. To participate in Elections and Referenda and Electoral Registration working as required.
26. To ensure relevant policies of the Council are adhered to and properly implemented at all times.

Note: This is designated as a politically restricted post in accordance with the Local Government and Housing Act 1989.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health and Safety at work requirements as laid down by the employer.

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: 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 post holder.

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.

Person Specification

JOB TITLE: EXECUTIVE SUPPORT OFFICER **POST NO:**
GRADE: GRADE 8 **DEPARTMENT:** LAW & GOVERNANCE
HOURS: 37 **DIRECTOR:** FIONA MCMILLAN
DIVISION: CONSTITUTIONAL SERVICES
DATE: 14.06.2021 **COMPLETED BY:** RACHEL EDWARDS

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and experience of working with diverse cultural communities (A/I). • Knowledge of understanding of the processes and procedures of local government (A/I). • Knowledge and understanding of secretarial and administrative processes in a large and diverse organisation.(A/I) • Knowledge of Microsoft office.(A/I) • Knowledge and understanding of the workings of Local Government.(A/I) • Knowledge of the Role of the Mayor and Deputy Mayor.(A/I) • Knowledge of the Role of a Local Councillor.(A/I) • Knowledge of and experience of working to data protection principles.(A/I) 	<ul style="list-style-type: none"> • Knowledge of civic etiquette and protocol • Knowledge of local government elections.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent oral, written and personal communication skills.(A/I) • Ability to demonstrate political awareness.(A/I) • Ability to handle confidential and sensitive information in an appropriate manner, in line with legislation and policy. (A/I) 	<ul style="list-style-type: none"> • Knowledge of Google applications. • Knowledge of Microsoft project.

	<ul style="list-style-type: none"> • Ability to produce work consistently to a high professional standard. (A/I) • Ability to manage and organise workloads whilst ensuring all relevant deadlines are met.(A/I) • Ability to work on own initiative, as well as part of a team.(A/I) • Ability to project plan for future meetings and events. (A/I) • Ability to demonstrate high levels of accuracy and attention to detail.(A/I) • Ability to uphold the reputation of the Members and Mayoral Services Office through high levels of discretion, confidentiality, tact and diplomacy when assisting with matters on behalf of Peterborough's "First Citizen". (A/I) • Ability to work flexibly in building positive working relationships with successive Mayors and Deputy Mayors and tailoring support to their specific requirements.(A/I) • Ability to prioritise and organise own workload and work within tight deadlines.(A/I) 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of secretarial, project planning and planning meetings and events.(A/I) • Experience of managing complex diaries, dealing with conflicting priorities and undertaking resolutions.(A/I) • Experience of organising, attending and minuting meetings.(A/I) • Experience of dealing with members of the public.(A/I) • Experience of undertaking research and project work.(A/I) 	<ul style="list-style-type: none"> • Experience of working in a political environment and /or with multi-ethnic communities. • Minimum of 2 years' experience in an office environment.
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths Grade C or equivalent. 	<ul style="list-style-type: none"> • Full driving licence • RSA Level III standard or equivalent.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willingness and ability to work additional hours when required, including evenings and weekends. • Ability to satisfy legal requirements in relation to politically restricted posts. 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding 	

	of, acceptance and commitment to the principals underlying equal opportunities.	
CUSTOMER CARE	<ul style="list-style-type: none"> Knowledge and understanding of effective customer care. 	

[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.]
