

Person Specification

JOB TITLE: Senior Democratic Services Officer **POST NO:** 012446

GRADE: Grade **DEPARTMENT:** Governance

HOURS: 37 Hours per Week **DIRECTOR:** Adesuwa Omoregie

DIVISION: Constitutional Services/Governance Team **COMPLETED BY:** Rachel Edwards

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 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. Create and maintain effective working relationships and influence the behaviour and conduct of colleagues to ensure the highest level of service to the public (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	A good standard of education, with a minimum of 5	'A' level standard education or

	GSCE Level C or above in English and Maths, or equivalent. (A)	equivalent. (A)
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.]