**Job Description**

**Democratic and Overview and Scrutiny Officer**

**Role Profile** Democratic and Overview & Scrutiny Officer (LGV008)

**Service/Team** Law & Governance

**Reports to** Deputy Head of Democratic Services

**Responsible for** -

**Number of posts** 5

**Post number** 8837

**Job Overview**

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by:**

Supporting the service to ensuring that the Council is able to meet its objectives by making decisions openly and transparently with effective engagement and scrutiny; and supporting the democratic and decision-making process by ensuring that councillors serving the people of the area receive support and advice to enable them to represent their residents and undertake their councillor role.

To support the Council’s formal decision-making processes and meeting procedures, providing support and advice to Members, officers and the public to ensure the Council operates within its constitution and statutory requirements around the democratic process. The role will also support the school admission appeals process.

The role will focus on operational support for Members and the formal meetings within a certain area, acting as the sole provider of constitutional and procedural advice at public meetings without recourse to others, though support and guidance from more senior specialists is available outside of public meetings.

To work independently and as part of a team within BCP, planning and prioritising their work with due regard to the broader requirements of the team.

To deliver an excellent, professional service with strong customer care to both internal and external customers.

To provide support to councillors to enable them to perform their wider functions.

 **Key Responsibilities**

* To co-ordinate the delivery arrangements for formal and informal Council meetings to ensure that proper decision making is delivered in line with required procedures and that meetings are compliant with democratic governance arrangements and the Council's constitution. This will involve preparing agendas, advising at the meeting on constitutional issues where appropriate, producing clear and accurate minutes, and recording details of proceedings and all decisions or recommendations made.
* To facilitate access to meetings by the public and encourage participation and accessibility, ensuring that information is produced in accordance with statutory timescales and fed back in the most suitable format.
* To organise and co-ordinate scrutiny visits and partnership meetings and assist with Elected Member training events to ensure that they run smoothly.
* To liaise and communicate with members of the public, Government Departments and other partner organisations on service-related issues.
* To support the Education Appeals Clerk and Appeals Officer to administer the school admission and education appeals process, to ensure that appeals proceed in compliance with defined procedures and decision-making requirements. This will involve providing advice to appeal panels on procedures, and communicating with independent panel members, parents and schools.
* Highlight and escalate relevant issues to more senior colleagues to ensure a positive resolution and support decision making.

 **Specific Qualifications and Experience**

* Knowledge of the Council's constitution.
* Knowledge of legislation and local government decision making requirements.
* Strong political awareness.
* Experience of providing administrative support.
* Experience of working with highly confidential documents and information.
* Ability to plan and manage own workload often with competing and time-sensitive deadlines.
* Ability to communicate appropriately and with reason when providing advice to Council Members, officers of the council and the public.
* Ability to manage work of a high-profile nature that could result in reputational risk to the council

**Job Requirements**

* Must be prepared to travel between the various offices of the Council and work flexibly as required.
* There will be a requirement to work some unsociable hours to accommodate evening meetings.
* Work with the Committee Management System and any other systems and processes as required.