Job Description

Senior Democratic and Overview & Scrutiny Officer – Democratic Services

**Role Profile** Democratic and Overview & Scrutiny Officer II

**Service/Team** Law and Governance / Democratic Services

**Reports to** Deputy Head of Democratic Services

**Responsible for** N/A **Number of posts** 3 **Post number**

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

effectively supporting the decision-making process for the Council.

# Job Overview

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 focus on providing a high level of advice and support for Members and the formal meetings typically within a specialist area, acting as the sole provider of constitutional and procedural advice at public meetings without recourse to others.

# Key Responsibilities

* Manage 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.
* Provide advice to Members and officers regarding the Council’s constitution and statutory requirements around the democratic process and decision making, so that Members and officers understand the requirements and can operate in accordance with them.
* Provide advice to Members, external panel representatives, and other partner organisations to ensure compliance and delivery of the Overview and Scrutiny function within defined principles and procedures.
* Work across service units to ensure that recommendations and decisions taken at Councillor and Officer meetings are communicated appropriately and carried out effectively within defined procedures.
* 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.
* Provide support and supervision to more junior officers, including supporting with complex or escalated issues, to ensure the smooth-running of the service.

# Specific Qualifications and Experience

* Experience of working in a political environment or in an organisation with similarly complex governance arrangements
* Detailed knowledge of relevant legislation used to support the local government decision making process
* Experience of achieving results through influence, negotiation and effective advocacy

# Personal Qualities & Attributes

* Ability to work accurately and calmly under pressure and meet tight deadlines
* High standards of personal conduct, honesty, integrity, political impartiality, probity and credibility that inspires trust and confidence
* Ability to communicate clearly and concisely and work well as part of a team

# Job Requirements

* Ability to attend evening meetings and other events outside of normal office hours as and when required
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.