Job Description
Democratic Services Officer

Service: Law and Governance	**Team:** Democratic Services
Location: County Hall, Preston	
Salary range: £33,119 – £37,563	**Grade:** 7
Reports to: Senior Democratic Services Officer	**Staff responsible for:** None

Job Purpose

To provide specialist administrative and committee support to the democratic decision-making processes of the County Council.

To support the specific work stream of the Democratic Services Manager relating to companies that the county council owns.

Accountabilities/Responsibilities

The postholder will:

- Service/support the council's formal decision-making process through the administration of a range of committee meetings, which will include supporting the Chair, agenda preparation, taking minutes, giving advice regarding the council's Constitution, webcasting and the preparation and presentation of reports.
- Work with and support elected members, senior officers and key stakeholders, providing advice and guidance on committee and decision-making procedures.
- Review and edit reports for meetings, working to deadlines to ensure statutory processes are met to a high standard.
- Work with elected councillors to facilitate decision-making, provide advice and guidance, support the political processes of the council, assist with member training.
- Maintain a good understanding of the political environment as well as the statutory and constitutional requirements of the role.
- Undertake a wide range of tasks to ensure the council's governance and decision-making structures are promoted and protected.
- Have a detailed knowledge of the service area and relevant working systems, equipment and/or IT software, and an awareness of council policies and procedures related to the role.
- May be required to travel on occasion to some meetings that are held outside of County Hall, Preston and that may meet outside of regular office hours.

The successful candidate will also support the specific work stream of the Democratic Services Manager relating to companies that the county council owns. These responsibilities include:

- Service/support the council's formal decision-making processes for companies that the council owns, through the administration of a range of meetings, which will include supporting the Chair, agenda preparation, taking minutes, giving advice regarding the Governance and legal requirements associated with these meetings.

- Process reports for company meetings, as well as providing advice to report authors on the decision-making processes.

- Update and maintain records and undertake filings relevant to companies that the council owns.

Other

Experience working in local government is desirable, but not essential, and knowledge of committee management systems will be beneficial. The successful candidate:

- Will be an enthusiastic and proactive individual with previous experience working in an administrative role and the ability to coordinate all aspects of diary management.

- Will have the ability to communicate and build relationships with a wide range of people in a professional manner – including those at a senior level, elected members, and external partners – and confidence to speak at public meetings.

- Will have a strong understanding of working in a political organisation/environment, dealing with confidential and politically sensitive information and the requirement to maintain confidentiality and impartiality in all tasks.

- Will have strong organisational skills and be able to effectively prioritise their workload to meet deadlines.

- Will work with excellent attention to detail and accuracy.

- Will have the ability to work within a busy team and undertake other activities that fall within the remit of the work area, as directed by management.

- Will be proficient in the use of Google and Microsoft Office, including email, spreadsheets, word processing and merging documents. Knowledge of Modern.gov would also be advantageous.

- Will apply their knowledge and expertise in a way that supports council members to achieve the council's vision of ***'helping to make Lancashire the best place to live, work, visit and prosper.'***

Equal Opportunities
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Customer Focused
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
  We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**
  We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**
  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**
  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification
Democratic Services Officer

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications		
• Relevant qualification, or • Technical training through experience	D	AF
Experience		
• Experience of working with relevant Committee or Board decision making body, such as producing agendas, minutes and supporting meetings	D	AF/I
• Experience of working with elected representatives and / or senior officers within an organisation	E	AF/I
• Experience of independently working to established standards, legislative or statutory requirements	E	AF/I
Essential knowledge, skills & abilities		
• Understanding of the council's decision-making arrangements	E	AF/I
• Ability to work to deadlines and to established standards	E	AF/I
• Ability to clearly explain technical issues to non-technical users	E	AF/I
• Excellent customer service, negotiation, and diplomatic skills	E	AF/I
• Ability to work independently with minimal supervision in potentially high-profile situations.	E	AF/I
• Understanding of the political context of the work and the implication of working in a political environment	E	AF/I
Other essential requirements		
• Commitment to equality and diversity.	E	I
• Commitment to health and safety.	E	I
• Display the LCC values and behaviours at all times and actively promote them in others.	E	I