

Northumberland County Council
JOB DESCRIPTION

Post Title: Democratic Services Officer (Career grade – top)		Director/Service/Sector – Democratic Services		Office Use JE ref: 319 HRMS ref:
Band: 7		Workplace: County Hall, Morpeth		
Responsible to: Democratic Services Officer (Team Leader)		Date: January 2009	Manager Level	
Job Purpose: Provide professional support in the provision of committee services.				
Resources	Staff	Oversee the work of junior, trainee Democratic Services Officers as and when assigned		
	Finance	Minor responsibility for handling payments, raising orders or processing invoices in a particular area of work.		
	Physical	Design, maintain and operate key corporate information systems such as a committee management system.		
	Clients	Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas: <ol style="list-style-type: none">1. Provide professional advice to elected members, officers, the public, and partners which meet national legislation, the Council's Constitution, professional best practice, corporate standards, in-house procedures and the service's business plans.2. Research and writing of reports on a variety and sometimes complex matters and making recommendations prior to their submission drawing upon original sources or secondary material. Liaise with senior staff in other departments to discuss contributions of other disciplines and ensure corporate approach.3. Collate and progress reports to meet tight deadlines prepare agenda, brief chairpersons, attend meetings, provide appropriate advice as necessary and take minutes.4. Create accurate minutes seek agreement, resolve disagreements suggesting acceptable amendments and ensure compliance with legal requirements.5. Co-ordinate after committee action, formulate and make representations on behalf of the Council to Ministers, Members of Parliament and statutory agencies, public bodies, other local authorities and individuals6. Contribute to the development and delivery of committee services including assisting to develop policy and promotion to bring the service's business plans and objectives into effect.7. Undertake/oversee specific professional and committee service related projects including in accordance with given terms of reference or objectives.8. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level as appropriate.9. Assist to supervise support and technical staff, learners and student placements as directed.10. Assist in the recruitment, selection, induction, discipline, training and development of support staff, conduct staff appraisals for allocated staff and contribute to the skills planning and workforce development processes within the service.11. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues.12. Assist to develop, implement and operate information systems that meet the needs of the service and which ensure accuracy, confidentiality, speedy access and ease of use.13. Assist to monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations.14. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services.15. As a member of the service's professional team, fully support in the management of the service.16. Other duties appropriate to the nature, level and grade of the post.				
Work Arrangements				
Physical requirements:		Predominantly sitting but occasional requirement for lifting moderate weights.		

Transport requirements:	Some travel to meeting venues, area offices or training venues throughout the County and further a field on occasion.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Some attendance at evening meetings.
Working conditions:	Mainly indoors

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Democratic Services Officer (Career Grade)	Director/Service/Sector: Democratic Services	Ref: 319
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent standard of general education. Relevant professional qualification (if available). Knowledge of professional theory, practice and procedures. An awareness of current inter/national laws, regulations, policies, procedures, and developments. Understands the relationship between costs, quality, customer care and performance. Evidence of professional study and continuous professional development.	Evidence of recent and relevant management training. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	(a) (i)
Experience		
Recent experience in committee services. Experience in selecting and applying the range of professional methods, tools and techniques. Recent and successful experience in acting in an advisory capacity on professional issues. Experience in engaging effectively with others and building productive partnerships.	Experience in a particular a relevant specialist area.	(a) (i)
Skills and competencies		
Advanced IT skills and able to effectively use ITC to achieve work objectives. Prepares written, verbal and other media to best professional standards. Effectively expresses views using appropriate means depending upon the audience. Numerate Maintains a professional demeanour in stressful and difficult situations.	Advanced skills in Microsoft Office.	(a) (i)
Physical, mental and emotional demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council.		(i)
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.		(a) (i)
Other		
Holds a full driving licence and has the use of a car		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits