

GRAVESHAM BOROUGH COUNCIL

Directorate: Corporate Services
Section: Committee Services
Post No.: CES02
Post Title: Committee Services Officer
Responsible to: Committee Services Manager

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation, or policies of the Council. It is expected the post holder will contribute to and assist in the development of such changes.

Job summary

Working closely with the other Committee Services Officers, to provide support to the Committee Services Manager in the efficient and effective strategic and day to day management and delivery of the Committee Services function.

Main responsibilities

1. To assist the Committee Services Manager and to support and cover for the other Committee Services Officers.
2. To assist in all the following areas with particular responsibility for those allocated (the lead responsibility areas specified are subject to periodic review and reallocation for personal development and resilience purposes):-
 - a. To co-ordinate the Planning Committee including site visits, inspections and public speaking.
 - b. To co-ordinate the support from Committee Services to the Mayoralty.
 - c. To assist with the updating and production of the Council's Constitution.
 - d. To ensure that accommodation within the civic suite (or in other external venues) is booked to meet the requirements of Council and committee meetings.
 - e. To prepare a monthly bulletin for Members.
 - f. To support the Overview Scrutiny Committee and co-ordinate research, provide advice, set up evidence gathering meetings and prepare reports.
 - g. To organise and develop Member training in response to the authority's and Members' needs and maintain a register of Members' attendance at training sessions and conferences/seminars.
 - h. To assist with the preparation of induction material for new Members when elected.
 - i. To work closely with the Monitoring Officer to maintain the Members' Register of Interests and Members' Allowances Scheme.
3. To personally attend and clerk allocated meetings, including agenda preparation, the taking of notes and the compilation of minutes.

4. To personally attend and clerk meetings of the Council's Management Team on a rota basis, including agenda preparation, the taking of notes and the compilation of minutes.
5. To work closely with the IT and Facilities teams to ensure the smooth running of the Council's livestreaming facilities.
6. To encourage other departments and officers to respond to pre-set deadlines and requirements in order that agendas and minutes are produced on time and meet all statutory requirements, particularly in relation to public access to information.
7. Following all meetings, to ensure that such administrative matters and correspondence that fall to be met with by the Committee Services Department are carried out.
8. To ensure that other departments and officers are notified of decisions taken at committee and other meetings as appropriate.
9. To ensure, as far as possible, that decisions of committees are implemented or followed up and to maintain such records as are necessary for the purpose.
10. Projects – to undertake and manage projects, the parameters of which are specified by the Committee Services Manager or Senior Officers.
11. To attend officer working groups as departmental representative as required.
12. To provide administrative support to Members as required.
13. To assist in monitoring the relevant budgets for the efficient and effective provision of the service.
14. To assist in the updating of the Council's committee management software system and website in relation to material for the Committee Services Department.

Special conditions

The above duties will involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times

The weekly hours are 37 per week plus additional time as may be necessary to ensure the efficient operation of the Committee Management Section including evening work as required. The grading of the post and additional leave entitlement of 5 days per annum takes these special conditions into account.

General

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

A commitment and contribution to the Council's Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the local authority.

A commitment to excellent customer service and the values of the Council

The council is committed to the principles of Investors in People as a means of ensuring the continued efficiency of the service it provides. As part of the commitment, each employee has a responsibility to develop the skills, knowledge and ability necessary to competently perform all relevant duties of the department.

To participate as required in the Council's Emergency Planning Operations which may involve duties outside the post holder's normal job description and contracted hours. In the event that an incident has occurred which disrupts the council's ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder's competencies in other departments and/or at other locations.

PERSON SPECIFICATION

Characteristic	Specification	
	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties)	Excellent written and verbal communication skills Proficient note taking and minute writing Good IT skills Ability to undertake research and present resultant information clearly and succinctly Political awareness Ability to motivate staff	
KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations)	An understanding of the working of a Local Authority Knowledge of the legal and technical aspects of Local Government and its decision making processes	Budgetary awareness
QUALIFICATION TRAINING (Educational/vocational qualifications and other training) Verification will be required	Good general level of education equivalent to a minimum of 5 GCSEs at grade C or above, this to include Maths and English	NVQs or similar in relation to business administration/customer service Relevant professional qualification

EXPERIENCE (Level and type of previous experience)	Experience in a democratic services environment and capable of working with minimal direction Experience of dealing with strategic/sensitive political issues	Local Authority experience Experience in use of a committee management software system e.g. Modern.Gov
QUALITIES (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team)	Ability to work quickly and accurately Confidence to deal with a diverse range of people at all levels within and outside the organisation Ability to work calmly under pressure and to deadlines Adaptable to different scenarios as they arise Good team worker An appreciation of the corporate aims of the Council Commitment to training and willingness to undertake a formal qualification e.g. relevant professional qualification Customer focused Discreet	
SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform)	Commitment to equal opportunities Attendance at evening meetings will be a regular requirement	Car driver with full licence