Job Title: Scrutiny & Support Officer  
Grade: 9

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth.
* Live in thriving and sustainable communities
* Be healthier and more independent for longer.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens.
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions.
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Members & Democratic Support team is responsible for:

• Delivering an effective one-stop-shop for Members that provides high quality, appropriate and focused support services to the Members of Staffordshire County Council to enable them to properly fulfil their responsibilities, including supporting effective communications with Partners, the Public, Officers and other Members; and

• Providing effective management, co-ordination and administration of the Council’s Executive decision-making process, scrutiny, regulatory forums, other bodies and stakeholders, in line with statutory and constitutional requirements as appropriate so that the Council’s decision making, and governance arrangements are highly effective and efficient.

• Providing comprehensive management of the office of the Clerk to the Lieutenancy undertaking actions as needed for the appropriate discharge of this role and supporting the Chairman and Vice Chairman of the Council in order to assist them in upholding their responsibilities.

Reporting Relationships

Responsible to: Scrutiny & Support Manager

Responsible for: N/A

Key Accountabilities:

* Support the planning and delivery of committee work programmes, taking responsibility for particular elements (within the appropriate timescales and available resources) and directing the contribution of colleagues and partners.
* Undertake research and strategic intelligence gathering to support the investigations undertaken by Members through Scrutiny and other Member forums within the County Council including analysis, interpretation, presentation and dissemination of information.
* Co-ordinate the meeting management arrangements for Member committees and forums including agenda management and minuting of meetings using mod.gov.
* Deliver specific projects relating to the ongoing revision and updating of the Constitution, consulting with senior Members and officers as appropriate.
* Plan and deliver training to raise awareness and understanding of the County Council’s Constitution, democratic arrangements and political awareness.
* Support the wider development and enhancement of governance arrangements within the County Council.
* Build effective working relationships and provide high quality advice and support to Members, officers, external partners and stakeholders in relation to the committees and forums supported by the team.
* Develop and implement effective mechanisms for encouraging the voice of the public, service users and partners in the committees supported by the team.
* Undertake a quality assurance role in regard to the operation and development of the team’s functions to ensure effective links to the County Council’s strategies and business plans.
* Identify and promote recognised best practice, either internal or external, that if implemented would deliver improvements to the service provided by the team.
* Implementation of performance management and evaluation mechanisms to evidence the outcomes and impact of the work of the team.
* Assisting in the implementation of the County Council’s business continuity procedures.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| Minimum Criteria for Two Ticks \* | Criteria | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Degree level qualification or recognised equivalent | A |
| **employer_small** | **Knowledge and Experience**   * At least 1 years’ experience of working directly with local authority members, senior officers and partners * A thorough understanding of constitutional and governance matters in local government * Clear understanding of the mechanism for evaluating the impact of the activities undertaken by Members * Experience of designing and delivering Member and officer events and training & development opportunities * Ability to understand complex issues & draw out meaningful & relevant conclusions & proposals * Ability to challenge and enquire, whilst maintaining effective relationships * Ability to work effectively with Members, Directors & senior staff & to gain & retain their confidence & trust * Strong political awareness and negotiation skills | A  A  A/I  A/I  A/I  A/I  A/I  I |
| **employer_small** | **Skills**   * Strong analytical and critical thinking skills * Excellent influencing and persuasive skills * Evidence of sound judgement skills in providing solutions on complex issues * Evidence of successful communication skills particularly with Members and officers of different seniority, partners and the public * Evidence of ability to work with minimum direction * High level of interpersonal/people skills * Politically sensitive, diplomatic and astute * Excellent ICT skills   This post is designated as a casual car user | A/I  A/I  A/I/  A/I  A/I  A/I  I  A/I |

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**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**