

Scrutiny and Support Officer

Grade 9

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: Democracy Manager / Governance and Support Manager

Responsible for: N/A

Key Accountabilities:

1. Support the co-ordination, planning, conduct and servicing, as appropriate, of committees, meetings, panels and working groups as directed ensuring compliance with all relevant Standing Orders,

procedures and policies as set out in the County Council's Constitution.

2. Attend and clerk committee meetings, panels and working groups as required.
3. Support the Governance & Support Manager in undertaking activities on behalf of the Monitoring Officer.
4. Provide, and contribute to the continuous improvement of, support to members to ensure that they carry out their role.
5. Assisting in the conducting of the members' Appraisal process and supporting and assisting members in identifying training and development opportunities to enable them to address needs identified at their Appraisal.
6. Supporting the implementation of the corporate induction programme for members.
7. Assist in the Council's electoral obligations when necessary, including supporting the arrangements for the provision of the election results service.
8. The day to day administration of the County Council's Petitions Scheme.
9. Assisting in the conducting of the members' Appraisal process and supporting and assisting members in identifying training and development opportunities to enable them to address needs identified at their Appraisal.
10. Undertaking appropriate research for senior officers in the team as and when required.
11. Assisting with the evaluation of the training and development opportunities provided and revising training offers in response to the outcome of the evaluation and/or changing needs and monitoring spend on members training and development.
12. Working with ICT to identify mobile technologies which will enable members to work in an agile way, as part of the authority's digital programme and to enable them to better fulfil their role as community champions.
13. Supporting the Communications Team and members to develop and deliver more effective communication

between members, officers or the wider community.

14. Support the collation, maintenance and publication of statutorily required and other information relating to members e.g. members' performance.
15. Producing a weekly e-bulletin for members and updating the members' Intranet on a regular basis.
16. Support the management of information relating to elected members to enable them to carry out their role effectively.
17. Identify and promote recognised best practice, either internal or external, that if implemented would deliver improvements to the service provided by the team.
18. Promote the Council's commitment to customer orientation in all contact with members, the public, other officers, other local authorities and organisations.
19. Undertake such other duties commensurate with the level and scope of the post as may be required from time to time.

Person Specification

Qualifications/Professional membership

- Educated to A Level or equivalent or Substantial experience, of not less than two years in committee administration in a local authority or similar environment

Knowledge and Experience

- Experience of committee administration in the public sector
- Experience in arranging training and development
- A minimum of two years' experience of working directly with elected members
- Awareness of the legal requirements of the meeting clerking process
- Awareness of the roles and responsibilities of elected Members and the political dimensions in which they work
- Understanding of the role of the County Council, the Cabinet and Scrutiny processes
- Ability to present complex and technical issues in Plain English.
- Experience of using agenda management systems e.g. Mod.Gov committee management system
- Awareness of the quasi-legal and constitutional obligations of a large County Council
- Proven abilities to work on own initiative, produce high quality, high volume and accurate work to very tight timescales and deadlines
- Experience of working in a busy, complex and politically sensitive office environment
- Awareness of equal opportunities
- Experience of dealing with sensitive/ confidential matters
- To have a detailed knowledge of the structure of local government and other public bodies

Skills

- Able to deal with complex issues using exceptional negotiation, time management and organisational skills
- Effective networker with member, officers and other people
- Effective communication and interpersonal skills
- Effective IT skills

This post is designated as a Casual Car user

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