

Senior Support Officer - Lieutenancy

Grade 9 (Pro Rata)

Our Vision

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, flourish and contribute to our ambitious plans. Our values are at the heart of 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 the people of Staffordshire
- 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.

About the Role

The officer will lead the coordination and effective organization of the Civic Office, supporting the Chairman, Vice-Chairman, Lord-Lieutenant, Vice Lord-Lieutenant, and Deputy Lieutenants.

Reporting Relationships

Responsible to: Democracy Manager

Responsible for: N/A

Key Accountabilities:

1. Civic Support:

- Coordinate and organize the Civic Office, supporting the Chairman, Vice-Chairman, Lord-Lieutenant, Vice Lord-Lieutenant, and Deputy Lieutenants.
- Manage correspondence, office systems, diary management, and event evaluation.

- Assist in arranging transport and managing routine financial transactions.
- Develop and manage content for the Civic website.
- Liaise with internal and external stakeholders on civic matters.
- Assist in the appointment and management of Deputy Lieutenants and Lord-Lieutenant's Cadets.
- Organize Royal Garden Party invitations and annual events for Deputy Lieutenants.
- Attend events as required, including evenings and weekends

2. Event Organization:

- Lead the coordination and organization of events involving the Chairman, Vice-Chairman, and Lord-Lieutenant.
- Plan and manage Royal Visits, including venue assessment, security, and event management.
- Coordinate the presentation of medals and awards on behalf of His Majesty.
- Liaise with the Registration Service for Citizenship presentations.
- Review and update "Operation London Bridge" annually

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally.

This post has no political restriction.

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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> Educated to degree level or relevant professional qualification or equivalent experience. 	A
	Knowledge and Experience <ul style="list-style-type: none"> A track record of organising high profile events. Knowledge of appropriate protocols. Proven experience of working with representatives at the highest level in organisations. An excellent understanding of protocol and ceremonial matters. The ability to take complex decisions at short notice. 	A/I
	Skills <ul style="list-style-type: none"> Well-developed organisational skills - with the ability to deliver a wide range of tasks and the ability to work under pressure Strong interpersonal skills Strong communication written and oral skills - with the ability to relate to a range of audiences. Ability to understand complex and sensitive issues Ability to drive. (and access to a vehicle) Able to deal with complex issues using exceptional negotiation, time management and organisational skills Effective networker with member, officers and other people Prepared to work outside of normal office hours to cover functions and meetings Tact and Diplomacy Self motivation and personal drive Discretion and ability to respect confidences Good attention to detail 	A/I



*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
Talent & Resourcing Team 01785 278300