****JOB DESCRIPTION

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| Job Title | **Senior Member Support Officer** | Post Number | **LS541** |
| Grade | 8 | Service Area | Legal and Governance |
| Special Conditions  | Politically restricted postRequired to work outside of the 37-hour working week in accordance with committee requirements.  | Additional Benefits |  |
| Authorised by | Director of Legal and Governance  | Date | September 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To assist the Director of Legal and Governance and Corporate Governance Manager in providing the effective organisation of the business of the Council, Executive Board, Committees and other meetings.* To manage the process of co-ordinating and publishing reports and agendas, clerking meetings and taking minutes.
* To ensure the decisions and policies of the Council and other meetings are carried out effectively, supporting council officers with queries relating to the Council’s decision-making processes.
* To provide support to all councillors, including training, and maintain and produce advice and assistance in relation to the Council’s Constitution.
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| Responsible for demonstrating commitment to working in line with the Councils' values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Corporate Governance Manager |
| The postholder manages/ supervises: | No direct line management responsibility, however, will be expected to provide day to day support to Member Support Officer (WDC) and Democratic Services Officers (MHDC) |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** |
|  | **Council and Committee Meeting Management**  |
| 1 | To prepare agenda and reports for Council, Executive Board, Committees, etc, to ensure the business of the Council is carried out effectively in accordance with the Council’s constitution and current legislation. |
| 2 | To attend meetings and record decisions in the agreed style and within the agreed performance targets, so that the decisions are clear and can be acted on as necessary. |
| 3 | To help other Wychavon employees in the presentation of items to Council, Executive Board, etc, and to advise on procedure so that decisions asked for are within the Council’s powers. |
| 4 | Where necessary, to prepare reports on matters relating to the Council’s business and the consideration of its policies and procedures. |
| 5 | To liaise with Councillors and Senior Managers on the timing and presentation of reports/information to meetings. |
| 6 | To carry out administrative work arising from meetings to ensure the decisions of the Council are carried out. |
| 7 | To maintain an awareness of current best practice within the Democratic Services field, both in meetings management and member support, and to contribute towards the continuous improvement of the service in accordance with best value principles. |
| 8 | To support and contribute to the development of the Council’s political management and leadership processes through co-ordinating and facilitating the work of Council, Committees and Panels. |
| 9 | To take the lead in the co-ordination and support of the work of a number of Committees, Panels and other working groups, including liaison with Chairmen and lead officers regarding the content of agendas, advising on the appropriateness of items for inclusion and ensuring that the relevant impact assessments have been completed correctly. |
| 10 | The provision of procedure advice to Panels, Committees and other working groups. |
| 11 | Responsibility for all administrative arrangements in connection with meetings. |
| 12 | Attendance at meetings as referred to above, both during and outside normal office hours as may be required. |
|  | **Elected Member Support and Development**  |
| 13 | To help provide an effective pro-active and responsive support and development service for Councillors, including support for member development, to ensure that their changing needs continue to be met. |
| 14 | In conjunction with the Corporate Governance Manager to help draw up, arrange and review comprehensive training and development programmes for Councillors, supporting the development of the Member Training and Development Plan.  |
| 15 | Provide comprehensive support to all elected councillors, including coordinating and delivering training initiatives. Work closely with the Corporate Governance Manager to design, implement, and continuously develop the Member Training and Development Plan, ensuring alignment with organisational priorities and governance best practices. |
| 16 | To assist in supporting the work of the Independent Remuneration Panel, providing administrative and analytical support to the Panel, contributing to the research, preparation, and coordination of reports, recommendations, and policy documents related to elected member allowances. |
|  | **Governance, Compliance and Legal Support** |
| 17 | To assist with Members Code of Conduct complaints and undertake investigations where necessary.  |
| 18 | In conjunction with the Director of Legal and Governance and Corporate Governance Manager ensure the Council’s Constitution is regularly reviewed and kept up to date. |
| 19 | To act as the first point of contact for day to day queries and support for the Member Support Officer (WDC), and the Democratic Services Officers (MHDC). |
| 20 | To support the Civic Administration Manager in Parish Standards matters e.g. ensuring accurate maintenance of declarations of interest forms and making them available for public inspection. |
| 21 | To co-ordinate liaison with Parish Councils on behalf of the Council. |
| 22 | To act for the Director of Legal and Governance and Corporate Governance Manager, deputising in their absence on all matters associated with the Business of the Council, and the organisation of Executive Board, Committee and other meetings or events. |
| 23 | Undertake other responsibilities and projects commensurate with the role/grade. |
|  | **Public Engagement and Member Communication** |
| 24 | To provide an information service to Members and to the public on relevant matters, including public speaking at meetings, dealing with petitions both electronically and handwritten. |
|  | **Cross Departmental and Managerial Support** |
| 25 | To provide support as and when necessary to the Civic Administration Manager, the Head of Legal Services and Electoral Services Manager (WDC). |
|  | **Flexibility and Team Contribution** |
| 26 | To have a flexible approach to the work required to be undertaken, to assist other staff and ensure that the administrative needs of the Council are met. |
|  | **Confidentiality and Health and Safety** |
| 27 | To exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information. |
| 28 | To comply with all relevant Health & Safety legislation and to pursue duties in a safe manner with due regard to the health and safety of others. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Educated to Degree level or equivalent | E |  |
| Qualification in relevant subject (or substantial experience and professional development) | E |  |
| A Levels or equivalent |  | D |

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| Experience | Essential | Desirable |
| Significant experience in a member support role, which should include arranging and attending meetings and writing reports | E |  |
| Experience of working in a political environment, involving direct contact with elected Councillors  | E |  |
| Thorough knowledge of Local Government decision making | E |  |
| Understanding of the Standards requirements for Councillors | E |  |

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| Skills Required | Essential | Desirable |
| Ability to meet strict deadlines and deal with a demanding workload | E |  |
| Supervisory skills |  | D |
| Proficient in Microsoft applications, especially MS Word |  | D |

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| Behaviours | Essential | Desirable |
| Political awareness and sensitivity |  | D |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.