

JOB DESCRIPTION

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| Job Title | **Democratic Services Officer** | Post Number | **DC582** |
| Grade | Grade 5 | Service Area | Legal and Governance |
| Special Conditions | Requirement for working some evenings  Willingness to train as first aider | Additional Benefits | Casual car user |
| Authorised by | Director of Legal and Governance | Date | March 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To assist with the efficient and effective administration of Malvern Hills District Council (“the Council”) which shall include but not be limited to: - all necessary council committee meetings, sub committees, working groups and panel meetings in accordance with the requirements of the Council’s constitution, all relevant statutory legislation/regulations and guidance.  To provide advice and support to all councillors in relation to governance, decision making and democratic processes and with their personal development as a councillor.  To provide administrative support for both District Councillors and Parish Council Clerks to ensure that the register of member interests is kept up to date on the Council’s web site |
| Responsible for demonstrating commitment to delivering the Councils’ values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | The Corporate Governance Manager |
| The postholder manages \supervises: | N/A |

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| Key Accountabilities (All accountabilities will be carried out in line with the Councils policies, procedures and relevant regulations and legislation) | |
| 1 | To ensure that meetings of the Council are arranged and administered effectively and in accordance with the Council’s constitution, relevant legislation/regulations and guidance. Such work will include but not be limited to:-   (a) Scheduling and organising meetings   1. Maintaining forward plans/work programmes 2. Planning, preparing and publishing agendas and reports for meetings in accordance with required deadlines/timescales 3. Co-ordinating public participation and advising on public speaking protocols, petitions and attendance at meetings 4. Attending meetings, some of which are held in the evenings, to accurately record attendance, declarations of interest, voting results and decisions made 5. Drafting and publishing minutes of the meetings ensuring accuracy and consistency 6. Initiating and undertaking relevant work arising from the meetings |
| 2 | To have good knowledge of the work and functions of the committees allocated to the post and to liaise with relevant officers and senior management with bringing forward reports to the meetings |
| 3 | To effectively use council systems (currently Modern.gov) to undertake democratic services tasks |
| 4 | To understand and set up the relevant IT system to ensure that meetings are recorded and live streamed. To liaise with officers in IT and the external supplier in the case of system failure and be able to carry out basic updates to the software |
| 5 | To assist the Corporate Governance Manager to keep the Council’s constitution under review, making recommendations for updates, when required, to ensure it remains fit for purpose and up to date. To ensure that all updates are posted on the Council’s web site and notified to members and officers |
| 6 | To assist the Corporate Governance Manager to develop and help deliver a comprehensive induction and development programme for Members of the Council by liaising with senior officers, management and external partners e.g. LGA, WRS etc. To commission specialist training where necessary. |
| 7 | To act as a point of contact for members in order that they receive the necessary advice, information and guidance to undertake their role |
| 8 | To assist the Corporate Governance Manager to regularly review the efficiency of the service and introduce new systems to improve business practice |
| 9 | To ensure that the members area on Microsoft Teams is updated with information from training events and additional relevant material to assist members with their understanding and knowledge of the Council and how it operates |
| 10 | To liaise with Parish Clerks and ensure that the register of member interests for both Parish and District councillors are correctly recorded on the Council’s web site |
| 11 | To assist the elections team when necessary |
| 12 | To ensure that services are delivered in compliance with existing Health and Safety legislation and the Council’s own policies and that duties are pursued in a safe manner |
| 13 | To undertake training to ensure that the postholder holds an up to day First Aid Training qualification |
| 14 | To undertake any other duties assigned from time to time by the Corporate Governance Manager and/or the Head of Legal Services which are appropriate to the grade and character of the post including, but not limited to, assisting with Ombudsman complaints, assets of community value nominations, highway consultations |

**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 |
| 2 A Levels at grades A-C or equivalent qualification  (Or a minimum two years relevant committee administration experience may also be considered) | E |  |
| GCSE English grade A-C or grade 5-9 or equivalent | E |  |
| First Aid Certificate |  | D |

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| Experience | Essential | Desirable |
| A minimum one year’s relevant administration experience in supporting committees, working groups, panels or similar | E |  |
| Experience of drafting agendas and minutes | E |  |
| Good knowledge of local government decision making |  | D |
| A minimum one year’s experience of working in a local authority |  | D |
| Experience of dealing with councillors |  | D |

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| Skills Required | Essential | Desirable |
| Political awareness and sensitivity | E |  |
| An ability to deal with confidential and sensitive matters | E |  |
| Good organisation, communication and written skills | E |  |
| Ability to produce accurate work to tight deadlines | E |  |
| Good IT skills | E |  |
| An ability to work flexibly | E |  |
| Ability to persuade and influence people |  | D |

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| Behaviours | Essential | Desirable |
| Act in an efficient and professional matter at all times | E |  |
| Self motivated | E |  |
| Manage own work with minimum supervision | E |  |
| Treat individuals with fairness and respect | E |  |
| Flexibility to cover evening meetings and events | E |  |

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.