

# LEOMINSTER TOWN COUNCIL



**Job Title:** Democratic Services Officer

**Grade:** Salary band SCP 3-6

**Hours per week:** 16

**Working pattern:** Monday – Friday (includes attending evening meetings)

**Accountable to:** Leominster Town Council

**Reports to:** Line Manager, Leominster Town Clerk

**Responsible for:** N/A

## **Job Summary**

To provide an efficient, effective and proactive administration service to assist the Town Clerk and support the Council's formal meeting structures. The post is part time for 16 hours per week, to include evening meetings.

## **Key Duties and Responsibilities**

1. To arrange, attend and produce minutes for formal Council meetings, Committee meetings, working group meetings and such other meetings deemed appropriate by the Town Clerk Secretary as required.
2. To prepare, distribute and despatch agendas and minutes appropriately having regard to the Local Government Act 2000, the Access to Information Act 1985, the Local Government Act 1972 and Town Council procedures.
3. To undertake a variety of administrative duties relating to the Council's meetings structure including the development of procedures and the keeping of records.
4. To give advice to Councillors and Officers as necessary at meetings on Council policies, local government legislation and procedural matters relating to meetings.
5. To assist the Town Clerk in the development of Town Council policy documents, strategy documents and procedural documents.
6. To open tenders in relation to all Council tendering operations and to accurately record submissions.
7. To undertake day to day office and council duties including committee administration, reception, filing, answering the telephone, and dealing with general enquiries.
8. To update the Town Council website with information and documents relating to Town Council meetings, policies, tenders and other Council business.

9. To promote the principles of excellent customer care.
10. To maintain a range of files and databases relating to Council governance and business.
11. To develop and maintain effective working relationships with Elected Members and all those (external and internal) involved in Democratic Services processes.
12. To liaise with Herefordshire Council and other relevant organisations as required.
13. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation.

### **General Responsibilities**

1. To work as a team member with the whole Town Council staff team.
2. To complete mandatory training requirements as agreed with Town Clerk, keeping appropriate records.
3. To undertake other training and CPD as agreed with Town Clerk.
4. To observe and implement all relevant safety, hygiene, health, fire safety and other statutory standards and rules.
5. To attend and participate in relevant internal and external meetings in connection with the responsibilities of this post.
6. To carry out such duties not listed above that may be reasonably requested by the Town Clerk, commensurate with the post.

### **Notes**

1. An annual appraisal will be carried out.
2. Staff members must behave in a responsible and professional manner at all times, as representatives of the Town Council.
3. Staff must use equipment and tools responsibly and in accordance with operating instructions, reporting faults and problems to the Town Clerk
4. Staff shall communicate politely and professionally at all times with TC members, TC staff, contractors and members of the public
5. Staff shall not disclose or discuss confidential or sensitive information relating to Town Council business, its members or its staff.

## DEMOCRATIC SERVICES OFFICER PERSON SPECIFICATION

	Essential	Preferred
Educational qualifications	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continuing professional development</li> <li>• Good general education: 5 GCSEs or equivalent including Maths and English</li> <li>• High level of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to "A" level standard and above.</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Evidence of ability to prioritise work, set targets, and achieve positive outcomes.</li> <li>• Evidence of ability to organise and manage resources effectively.</li> <li>• Experience in Microsoft Word, Outlook and Excel</li> <li>• An understanding of Health &amp; Safety.</li> <li>• Experience working in a professional office environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in local government.</li> <li>• Knowledge and understanding of the powers and functions of parish and town councils.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, members of the public and contractors.</li> <li>• Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</li> <li>• Experience of producing formal meeting minutes and agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand the financial and legal framework in which the Town Council operates.</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>• Experience in Microsoft Office package.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience producing and uploading website content.</li> </ul>
Meetings and Administration	<ul style="list-style-type: none"> <li>• Previous experience of taking minutes and compiling meeting agenda.</li> <li>• Practical experience of servicing committees and report writing</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to understand standing orders and financial regulations.</li> </ul>
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Ability to operate with complete impartiality in a political environment.</li> <li>• Able to work on own initiative without supervision and</li> </ul>	<ul style="list-style-type: none"> <li>• Be willing to undertake appropriate training to gain additional knowledge of the sector</li> </ul>

	<p>within a small team environment.</p> <ul style="list-style-type: none"><li>• Ability to maintain good relationships with Councillors, contractors and public</li><li>• Ability to deal with several different strands of work concurrently and organise work.</li></ul>	
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Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.