



## **JOB DESCRIPTION**

**DIRECTORATE:** CHIEF EXECUTIVES

**SERVICE:** LEGAL & DEMOCRATIC SERVICES

### **POST DETAILS:**

**Job Title:** Democratic Services Officer (2019)  
**Grade:** Grade 5 & 6  
**Location of Work** Town Hall  
**Directly Responsible To:** Senior Democratic Services Officer  
**Directly Responsible For:** A9763 / A9767  
**Hours of Duty :** 37 Hours  
Attendance at evening meetings is required  
Attendance at events outside of core hours

#### **Primary Purpose and Scope of the Job:**

1. To provide a full range of democratic support to the Councils Elected Members; Civic Mayor and Deputy Mayor and Council Officers.
2. To provide administrative support to the Democratic Services Team in all aspects of democratic duties assigned to the section.
3. To support the Elections Team - assist in local and national Elections Referenda and electoral registration within the Borough.

### **WORKING RELATIONSHIPS:**

- All Council Members on a regular basis with support for senior Councillors as required
- Civic Mayor/Deputy Mayor, Leader/Deputy Leader
- Chair and Members of the Councillor Development Forum
- Heads of Service on a regular basis with support to senior officers as required
- Other Directorates of the Council
- Partners and key Stakeholders and Government Departments
- Parish Councils
- School Appeal Members
- Schools/Academies



## **KEY TASKS AND ACCOUNTABILITIES:**

- To support all aspects of the Council's decision making function and bodies: including Council; Executive Board, Committees; Sub-Committees; School Appeals, Councillor Forums, Working Groups and Task Groups to ensure compliance with statutory requirements and the Council's procedures;
- To have an outline knowledge of the democratic arrangements of the Council and to support Chairs, Members, Officers on the interpretation of the Constitution and other procedural matters;
- To utilise the committee management software as required to ensure that reports are consistent with house-style and contain all required information.
- To assist the Statutory Scrutiny Officer in the administration of the Overview and Scrutiny process including assisting with research and the collection of information relating to subject set out for investigation in the scrutiny work plan.

## **MAIN RESPONSIBILITIES AT GRADE 6**

- To have a detailed knowledge of the democratic arrangements of the Council and to advise Chairs, Members, Officers on the interpretation of the Constitution and other procedural matters;
- To undertake the role of Committee Clerk and administer formal Council Committee/Board meetings including all required preparatory and consequential work without support.
- Supervise occasionally the Democratic Services apprentice, more junior Democratic Services Officers (where applicable) and other staff from Legal & Democratic Services who may support the Democratic Services Team from time to time.

## **Other Responsibilities as necessary – ALL GRADES**

- To support all aspects of the Council's Member Services functions: including training and development; members allowances; support to members in their constituency role/outside bodies; travel arrangements; collation of statutory information relating to Councillors;
- To support all aspects of the development and delivery of a quality civic service: including the Mayor's and Deputy Mayor's engagement diary; project management of key/major events; management and support to the Mayors attendants; supporting the Mayor in the management of the Council meetings;
- To assist with work undertaken by the Democratic Services Team to increase customer and citizen awareness, understanding and involvement in the decision making functions;
- Apply quality assurance standards to service delivery;
- To assist the Democratic Services Manager with the preparation of reports and statutory notices;
- Undertake research and consultation as appropriate under supervision from the Democratic Services Manager and/or Senior Democratic Services Officers;
- Represent the service and Directorate at meetings and events, internally and externally as appropriate and in line with the job requirements;
- Undertake such other work as may be determined by the Council from time to time up to or at a level consistent with the principal duties and responsibilities of the job;
- To support the Elections and Electoral Services by assisting in; Local, and national Elections and Referenda and in the preparation of the Electoral Register for the Borough of Warrington.
- To provide occasional support to the Legal Services Team when required.



**REVIEW ARRANGEMENTS:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Prepared/Revised By:**

**January 2019**  
**Matthew Cumberbatch**

**Agreed Job Description Signed By Holder:**  
(To be signed only following appointment)

---

**Date Job Description signed by Holder:**

---