

**Post Title:** Democratic Services Manager

**Post Hours:** 37 hours per week

**Grade:** PO4-7

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**Responsible to:** Head of Legal & Democratic Services

**Responsible for:**

- All staff in Committee Services
- Mayor's Secretary
- Mayor's Attendant
- Relief Mayor's Attendant
- Caretaking/Print Service Staff

**Main contact associated with principal duties:**

- Members of the Council
  - Chief Executive & Directors
  - Ass Directors/Heads of Service
  - Government Departments
  - Other Local Authorities
  - External bodies
  - Members of the Public
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**Job Purpose:**

To provide secretarial and administrative services for the Council, the Local Strategic Partnership and other partners, where appropriate, in accordance with Standing Orders and good Committee Procedure and to disseminate information on Committee decisions. To manager Committee Services, the caretaking service, the Print Unit and the Mayoral Office. To support the elections team in the delivery of the elections service.

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**Control of Resources:**

Management of the Democratic Services Budget.

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**Main duties and responsibilities:**

1. To arrange and coordinate the provision of Committee administrative services for the Council, it's various Committees and partnership bodies.
2. To have full management responsibility for the staff in Committee Services, Support Service, the Print Unit, caretaking staff and the Mayoral Office.

3. To have overall responsibility for:
  - a. The preparation, printing and distribution of agendas.
  - b. The preparation and distribution of Committee Minutes.
  - c. The Action on Minutes system and follow up action.
  - d. The allocation of work within the Committee Services Section, Support and Print Units, the Caretaking Section and the Mayoral office.
  - e. The maintenance of statutory registers and other records.
  - f. The operation of the tender procedure insofar as it related to the opening and recording of tenders submitted to the Council.
4. To prepare and dispatch agendas and reports and to coordinate reports prepared by other Sections or Service Areas in accordance with set deadlines.
5. To service meetings of the full Council and meetings of partner organisations, as required, and to brief Members and Officers as necessary.
6. To service other meetings (including evening meetings) and to act as the Head of Legal & Democratic Services representative where appropriate.
7. To draft, circulate and finalise Minutes and notes.
8. To ensure that decisions of the Council are carried out by:
  - a. Disseminating information received or arising out of meetings.
  - b. Allocating action to be taken and distributing action copies of Minutes to other Officers.
  - c. Dealing with all correspondence and associated administrative work arising from meetings.
  - d. Coordinating the actions of other Service Areas in response to Committee resolutions, central Government requirements etc.
  - e. Advising on Council policies and procedures.
9. To advise the press and other media representatives of Council and Committee decisions and to clarify the implications of those decisions, where necessary, or indicate the Officer most able to give such clarification.
10. To support the elections team at key times providing additional support and leadership working with the Elections Manager and Head of Legal and Democratic Services.
11. To undertake such other duties and responsibilities of an equivalent nature as may be assigned from time-to-time.

April 2024

| Selection Criteria   | Essential Or Desirable | Assessment Method     |
|--|------------------------|-----------------------|
| <b>Qualifications</b>  |                        |                       |
| 1. A suitable administrative or management qualification.  | Desirable              | Application Interview |
| <b>Knowledge, skills, abilities and experience</b>   |                        |                       |
| 2. Extensive experience of undertaking complex administrative work.  | Essential              | Application Interview |
| 3. Proven ability to successfully manage staff undertaking a wide variety of functions.  | Essential              | Application Interview |
| 4. An understanding of Committee practice in a busy council and the ability to follow a corporate approach.  | Essential              | Application           |
| 5. Ability to write clear and concise reports.   | Essential              | Application Interview |
| 6. Ability to communicate, coordinate and deal efficiently with a wide variety of people.  | Essential              | Application Interview |
| 7. To have experience of working in a political environment.   | Essential              | Application Interview |
| 8. An understanding of the need on occasion for confidentiality and to maintain this as required.  | Essential              | Application Interview |
| 9. Willingness to undertake occasional out-of-hours working.   | Essential              | Application Interview |
| 10. Experience in supporting an elections service.   | Desirable              | Application Interview |
| <p><b>As the post is deemed safety critical, it is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.</b></p> |                        |                       |