

North East Derbyshire District Council

People Directorate

Governance Officer

- Salary: £18,319 - £21,074
- Grade: Career Grade 5/6
- Hours: 37 per week
- Location: North East Derbyshire District Council Offices, Wingerworth
- Closing Date: Thursday 27th September 2018
- Interviews: Wednesday 10th and Friday 12th October 2018

The Governance Team is responsible for managing the processes and systems which one would usually associate with a traditional committee services team but also includes Members' IT and training, civic events, the ethical framework and corporate support.

The service requires an enthusiastic and motivated team player to work at the heart of the authority alongside elected members, senior officers, parish and town councils and members of the public.

The role will involve servicing the Council's committees and assisting the Senior Governance Officer and Governance and Civic Officer in respect of member training and development and delivery of the civic function.

The successful candidate will be the first point of contact for the Governance Team so will need to be approachable and an excellent communicator, have the ability to solve problems and work under minimal supervision.

They will have knowledge of, and an interest in, local authority decision-making together with an ability to approach politically sensitive issues with diplomacy and tact. The ability to use modern IT systems, work to deadlines and produce concise and accurate summaries of sometimes complex issues is a must.

This is a career progression role. The starting salary of the successful candidate will be determined based on their experience. To achieve the higher grade, the duties detailed in the job description will be carried out under minimal supervision.

Contact Details

For an informal discussion please contact:

Nicola Calver, Governance Manager on (01246) 217753 or nicola.calver@ne-derbyshire.gov.uk

Application Pack

To request an application pack, please contact HR Department on 01246 217012, 217064 or 217678 or email human.resources@ne-derbyshire.gov.uk.

Please return your completed application form to:

HR, North East Derbyshire District Council, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG

Template Job Description

Job title and post number	<i>Governance Officer</i>
Service Area and Directorate	<i>Governance People</i>
Reports to	<i>Governance Manager</i>
Direct reports	<i>None</i>
Grade	<i>5/6</i>
Salary range	<i>£18,319 – £21,074</i>

Job purpose

To support the Council's Governance Team by providing support to committees and associated governance processes, dealing with enquiries and contributing to the continuous development of the Team.

Duties and responsibilities

1. To act as the first point of contact for the Governance Team, deputising in the absence of the Governance Manager and Senior Governance Officer.
2. To service meetings of the Council's scrutiny committees and licensing hearings as well as informal working groups by preparing agendas, providing advice on the Constitution and preparing and publishing the minutes from such meetings.
3. To manage the register of interests for the District Council and parish and town councils and ensure they are correctly completed, up-to-date and published on the website in line with legislative requirements.
4. To contribute to the learning and development of District Council and parish and town councillors by providing training on governance issues and undertaking personal development interviews.
5. To undertake the preparation and publication of the Council Diary and ensure that Council minutes are collated and bound in accordance with legislative requirements.
6. To ensure that the democracy section of the Council's website is accurate and up-to-date.

7. To advise chief officers and members on governance processes such as delegated decisions, interests and the List of Key Decisions.
8. To undertake research on governance issues and produce briefings and reports for consideration by members.
9. To respond to enquiries about the democratic process at the Council.
10. To attend and contribute towards Governance Team Meetings.
11. To assist the PA to the Leader and Members in coordinating various civic events in the District such as the civic service, civic dinner and Brass Band Concert.
12. To assist the Elections Manager during elections.

This is a career progression role. To achieve the higher grade for this post, the above duties would be carried out under minimal supervision.

Working conditions

Occasional evening and weekend working may be required, for example assisting in the civic service, elections or Committee or working group meetings that take place after 5pm.

Physical requirements

None

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	
Date approved:	
Reviewed:	



PERSON SPECIFICATION

Post Title: Governance Officer	Section: Governance		
Directorate: People			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Understanding and appreciation of the functions and business of a local authority 	a, i & c		
Qualifications			
<ul style="list-style-type: none"> Academic, vocational or professional qualification up to the equivalent of NVQ Level 3 	c		
Experience			
<ul style="list-style-type: none"> Experience of organising your own workload and working to tight deadlines 	a & i	<ul style="list-style-type: none"> Experience of producing agendas, writing reports and minuting meetings Experience of working in a political environment 	a & i
<ul style="list-style-type: none"> Experience of using Microsoft Office packages 	a & i		a & i
<ul style="list-style-type: none"> Experience of working as part of a team 	a & i		
Skills			
<ul style="list-style-type: none"> Ability to communicate effectively, orally and in writing, with members, senior officers, town and parish councils and members of the public 	a & i		
<ul style="list-style-type: none"> Ability to condense complex information to aid the understanding of others 	a & i		
<ul style="list-style-type: none"> Ability to use one's own initiative to solve problems 	a & i		
<ul style="list-style-type: none"> Respect for confidentiality of information 	a & i		
<ul style="list-style-type: none"> Ability to exercise diplomacy and tact 	a & i		
<ul style="list-style-type: none"> Ability to demonstrate competence in modern IT packages 	a & i		
<ul style="list-style-type: none"> Attention to detail and high standards of accuracy 	a & i		

<ul style="list-style-type: none"> • Ability to work under pressure and deliver against tight deadlines • Confidence to speak in public • Understanding of the need for political sensitivity 	<p>a & i</p> <p>a & i</p> <p>a & i</p>		
Other Requirements:			
<ul style="list-style-type: none"> • Flexibility to work additional hours where necessary 	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	
Date approved:	
Reviewed:	