

Post: Governance and Civic Officer

- Salary/Grade: £21,074 to £23,111 – Grade 7
- Hours/Days: 37 hours per week
- Fixed Term/Perm/Temp/Casual: Permanent
- Location, NEDDC, District Council Offices, Mill Lane, Wingerworth, S42 6NG
- Closing Date: 31st March 2019
- Interview Date: 4th April 2019

Job Details and Requirements

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, the ethical framework, Civic and corporate support.

The service requires an enthusiastic and motivated individual, committed to excellence in their work and with a passion for the political process. The successful candidate will work at the heart of the authority alongside elected Members, senior officers, parish and town councils and members of the public.

The role will include servicing the Council's Committees and Working Groups and supporting the Member development programme. The successful candidate will have a good understanding of the civic role of the Council and be a key person in delivering large public events such as the Annual Brass Band Festival and the Civic Service as well as working with other officers to support the First Person of North East Derbyshire.

The Governance and Civic Officer will be a key contact in 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 extensive knowledge of 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.

Contact Details

For an informal discussion about the post, please contact Nicola Calver, Governance Manager 01246 217753 nicola.calver@ne-derbyshire.gov.uk

Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone NEDDC Contact Centre on 01246 217640.
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Job Description

Job title and post number	<i>Governance and Civic Officer</i>
Service Area and Directorate	<i>Governance People Directorate</i>
Reports to	<i>Governance Manager</i>
Direct reports	<i>Governance and Civic Apprentice</i>
Grade	<i>Grade 7</i>
Salary range	<i>21,074 to 23,111</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.

To support the Civic function and event management through support to the Chairman and Council within agreed processes.

To support the work of the Leader when required including line management of an Apprentice who will provide support to senior Members.

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 undertake some duties when required to support the Senior Governance Officer such as including:
 - Arranging Member Involvement events
 - Preparing and updating the Member Development Strategy and Member Development Training Policy
 - Monitoring and evaluation of the Member Development Programme
 - Being a first point of contact for all Members, officers and external bodies with regard to Member Development
 - Support and encourage the participation of Members in the Development Programme
 - Members induction for all Members and Member Development

3. Preparation of reports to the Council, Committees and Sub-Committees in a concise and lucid manner.
4. To undertake research and investigations into any issues which impact on the work of the Governance Team.
5. To service meetings of the Council's 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.
6. 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.
7. 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.
8. To undertake the preparation and publication of the Council Diary and ensure that Council minutes are collated and bound in accordance with legislative requirements.
9. To ensure that the democracy section of the Council's website is accurate and up-to-date.
10. To advise chief officers and Members on governance processes such as delegated decisions, interests and the List of Key Decisions.
11. To respond to enquiries about the democratic process at the Council.
12. To attend and contribute towards Governance Team Meetings.
13. To coordinate and project manage various civic events in the District such as the civic service, civic dinner and Brass Band Concert.
14. Make all arrangements for attendance at Civic functions by the Chair of the Council. Obtaining appropriate approvals in respect of wearing of Chain of Office as necessary. Dealing with similar enquiries from other Authorities. Organising Royal telegrams for centenarians and Diamond Wedding Anniversaries when requested.
15. To provide diary management and project management support to the Chairman of the Council and assist in delivering the civic function.
16. To provide budget management support to the Governance Manager in relation to Civic Duties.
17. To provide secretarial and administration support in connection with our formal twinning links with Darmstadt-Dieburg as required.

18. To assist the Elections Manager during elections.
19. To support the work of the Leader and Senior Members providing secretarial cover if necessary in the absence of the Governance and Civic Apprentice.
20. To line manage the Governance and Civic Apprentice and support them in their development to provide an administration service to the Governance Team, the Chairman and the Leader & their Cabinet.

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:	<i>N Calver</i>
Date approved:	<i>August 2018</i>
Reviewed:	

PERSON SPECIFICATION

Post Title: Governance and Civic Officer	Section: Governance		
Directorate: People			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Knowledge of Executive and non-executive governance arrangements including overview and scrutiny. Understanding of key pieces of legislation and the Constitution as they relate to local authority decision-making. Knowledge of the ethical framework as set out within the Localism Act. Good general understanding of the functions of the Council. 	<p>a & i</p> <p>a & i</p> <p>a & i</p> <p>a & i</p>	<ul style="list-style-type: none"> Understanding of the governance of town and parish councils. Understanding of Local Authority civic responsibilities and the role of the Chairman of Council. Knowledge of civic procedures and etiquette. 	<p>a & i</p> <p>a & i</p> <p>a & i</p>
Qualifications			
<ul style="list-style-type: none"> Good general level of education. 	<p>a,i & c</p>	<ul style="list-style-type: none"> ADSO Certificate in Democratic Practice and ILM qualification. Attendance at NACO Training sessions 	<p>a & i</p> <p>a & i</p>
Experience			
<ul style="list-style-type: none"> Working in a local authority (or similar organisation). Advising members, senior officers and town/ parish councils on legislation, common law and the Constitution in respect of local authority decision-making Report writing and presentation at high level meetings and events. 	<p>a & i</p> <p>a & i</p> <p>a & i</p>	<ul style="list-style-type: none"> Writing and developing policies relating to the governance and democratic function. Assisting on all types of elections coordinated by the Council. Diary Management 	<p>a & i</p> <p>a & i</p> <p>a & i</p>

<ul style="list-style-type: none"> • Minute Taking and production of clear records of meetings • Experience of prioritising tasks and managing a demanding workload. • Experience of working under pressure and to tight deadlines. 	<p>a & i</p> <p>a & i</p> <p>a & i</p>		
Skills			
Other Requirements:			
<ul style="list-style-type: none"> • Ability to attend evening meetings, occasional weekend events and meetings at short notice in and outside of the District. • Able to remain calm, efficient and professional whilst working under pressure. 	<p>a & i</p> <p>a & i</p>		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check (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:	<i>N. Calver</i>
Date approved:	<i>August 2018</i>
Reviewed:	