North Herts Council

Legal & Community

JOB PROFILE

Job Title:	Trainee or Committee, Member and Scrutiny Officer
Service Area:	Democratic Services
Grade:	Grade 4 – Level 1 Grade 6 – Level 2
Reporting Manager:	Committee, Member and Scrutiny Manager
Direct reports:	None

Level 1 – Grade 4 – Trainee Committee, Member and Scrutiny Officer
Level 2 – Grade 6 – Committee, Member and Scrutiny Officer

Job summary:

A career graded post offering the opportunity to train and progress within the Committee, Member and Scrutiny Team.

Level 1
The postholder will support the team in facilitating committees, including support from agenda preparation to meetings. It provides the postholder a chance to become familiar with the legal functions and concept of committees, as well as software used in the administration of these and begin to apply these practically to a set of allocated committees They will support the team in providing Councillors assistance with any queries or issues and liaise with Chairs and key Officers to compile and publish agendas, producing accurate decisions and minutes and ensuring meetings are legally compliant.

Level 2
The postholder will have obtained, or made substantial progress towards obtaining, the ADSO Certificate in Democratic Services Knowledge. They will be able to demonstrate extensive knowledge of the legal concepts, functions and practices of committees and apply this to an allocated set of committees for which they are responsible. This will include direct support to Chairs and Officers, proof reading of reports, accurate production of minutes, decisions and agendas.

Key responsibilities:

Level 1 – Trainee Committee, Member and Scrutiny Officer

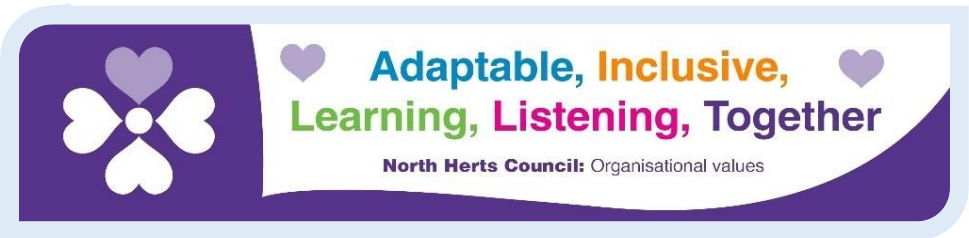
- Develop an understanding of Committee procedures and legislation governing the administration of these.
- Understand and develop skill of working within a political environment.
- Organise Member Development and Briefing sessions, including the monitoring of attendees, communication of this to lead officers and, where required, support at the training / briefing.
- Assist with the maintenance and development of the Committee management software used.
- Assist with setting up meetings, both in person and virtual.
- Provide administrative support to any Independent Remuneration Panel of Member Allowances, or other Working Groups, including producing agendas and timely and accurate minutes and ensuring invites are circulated to relevant attendees.
- Assist in the provision of secretarial services, including diary and event management, to the Chair of the Council.
- Assist and take an active role in the organisation and delivery of member training and other outreach events.
- Attendance at meetings to support hybrid delivery.
- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.
- Provide advice to Chairs and Members about procedural matters and standing orders, outside of formal meetings.
- To undertake the management of an agreed number of scheduled meetings per civic year, plus a number of unscheduled meetings as required. This includes, but not limited to, pre agenda preparation, the compiling and publishing of agendas, minutes and decisions, ensuring relevant liaison with other departments to ensure these documents are accurate, whilst adhering to statutory deadlines.

Progressing to level 2 will be dependent on the ability of the postholder to carry out the following additional responsibilities and will have completed (or made satisfactory progress towards completing) the ADSO Certificate in Democratic Services Knowledge (or an equivalent course)

Level 2 – Committee, Member and Scrutiny Officer

- To provide accurate advice to Members, Chairs and, in some instances, members of the public about procedural matters and standing orders, both in and out of formal meetings.
- To be confident with the relevant aspects of the constitution and where reference is to support the advice given.
- To provide advice to Senior Officers on writing reports and any associated issues there may be with these.
- To actively review and, where necessary, make suggested edits to reports and compile these in accordance with publication deadlines.
- To publish agendas and produce accurate and precise decisions and minutes in line with the required deadlines with minimal support.
- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

Please follow this link to read your general responsibilities:
General responsibilities for employees | North Herts Council (north-herts.gov.uk)



This post is subject to political restriction, which is divided into two categories and relates to the post holder duties;

- Specified posts, including 'deputy chief officers'
- 'Sensitive' posts, which meet one of both of the following duties related criteria,

- Giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority of any joint committee on which the authority are represented, or where the authority are operating executive arrangements, to the executive of the authority; to any committee of that executive, or to any member of that executive who is a member of the authority
- Speaking on behalf of the authority on a regular basis to journalists or broadcasters.

The second bullet, point 1) would apply and the post holder is therefore prevented from having any active political role either in or outside the workplace. The postholder is automatically disqualified from standing for or holding elected office e.g. as a Local Councillor or MP (excluding standing for or holding elected office as a Parish or Town Councillor, as Parish/Town Councils are Local Authorities, but not principal authorities, and are therefore not covered). The postholder is also restricted from canvassing on behalf of a political party or candidate or speaking to the public at large or publishing any written or artistic work that appears to support a political party. It does not debar political party membership, just active participation and endorsement.

The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform with these political restrictions and that they will be included as conditions of their formal contract of employment with the authority.

Key Requirements:		**Essential desirable**
Qualifications:	**Level 1** At least 5 GCSEs at grades A-C or level 4-9 or equivalent including English language and Maths. Willingness to undertake further training and personal development identified as appropriate. ADSO Certificate in Democratic Services Knowledge (or the commitment to work towards this ahead of progression to Level 2). **Level 2 – in addition to levels 1** ADSO Certificate in Democratic Services Knowledge (or satisfactory progress made towards achieving)	E E D E
Job related experience & knowledge:	**Level 1** Confident in the use of Microsoft Office applications (Word, Excel, Powerpoint, Outlook, Teams) together with basic typing skills. Experience in an administrative support role. Experience of maintaining and following office procedures and systems. Experience of working as part of a team and contributing to a positive working relationship. The ability to produce accurate, timely concise minutes of meetings.	 E E E E D

	Experience of working with Modern.gov or another committee-based system.	D
	Experience of using products such as Zoom and broadcasting/streaming live on social media platforms such as YouTube.	D
	Knowledge of the basic concepts of local government law regarding committee administration	D
	Level 2	
	The ability to produce accurate, timely and concise minutes of meetings.	E
	Experience of the administration of meetings via products such as Zoom and broadcasting/streaming live on social media platforms such as YouTube.	E
	Experience of liaising with chief officers and members of Council or equivalent.	E
	Experience of the conduct of local government committee meetings or equivalent experience in other public service settings.	E
	Knowledge of the basic concepts of local government law regarding committee administration along with the Council's Constitution.	E
	Experience of working directly with Cabinet and Council as well as other Committees and an understanding of their functions.	E
	Proficient in the use of Microsoft Office applications (Word, Excel, Powerpoint, Outlook, Teams) together with advanced typing skills.	E
	Demonstrable experience in an administrative support role.	E
	Demonstrable experience of maintaining and following office procedures and systems.	E
	Demonstrable experience of working as part of a team and contributing to a positive working relationship, including supporting colleagues with complex enquiries and workload.	E
	Demonstrable experience of producing accurate, timely and concise decisions and minutes of meetings – whilst adhering to statutory deadlines and key performance indicators of the Team.	E
	Demonstrable experience of Modern.Gov Issue Manager (or similar back-office management system), including resolving technical issues with the system, updating templates and ensuring the requirements of the system are updated and maintained.	E
	Demonstrable experience of liaising with and providing accurate constitutional advice to Chief Officers, Members of Council (or equivalent) and the public.	E

	Experience of working with a Scrutiny Committee, awareness of scrutiny processes/functions and practices of a scrutiny role, including task and finish processes, relevant developments and providing support to such a committee. Experience of working directly with Cabinet and Council as well as other Committees and an understanding of their functions. Knowledge of the complex concepts of local government law regarding committee administration and be able to communicate this effectively to Officers and Members.	E E E
Skills & attributes required for the role:	**All levels** Experience of working under pressure and to prioritise appropriately to achieve targets and deadlines. Organisational skills and willingness to adapt to new ways of working and systems. Good time management skills. Good communication skills. Confident in conversing/ communicating in fluent English which is sufficient to fulfil all spoken and written aspects of the role.	 E E E E E
Other:	**All levels** The ability to travel throughout North Hertfordshire and work occasional unsociable hours to attend evening meetings. To be aware of safeguarding and relevant policies, including the promotion of the welfare of children, adults at risk, and duty to report concerns. To be a Member of the Association of Democratic Services Officers. Full UK driving licence and use of a vehicle.	 E E E D

Signed……

Date……