



Craven District Council

Job Description

Post Title	Democratic Services and Scrutiny Manager
Grade	PO2
Reports To	Solicitor to the Council
Responsible for	Working as part of a team, you will be responsible for the provision of committee and member services

Principal Duties and Responsibilities

- To ensure committee and member services are provided in a high quality, efficient and effective manner
- To provide support, advice and assistance to Members, senior officers and others engaged in official committee and other meetings of the Council, both formally during the proceedings and informally, to enable the Council to perform its democratic functions and responsibilities
- To be responsible for the development of the Council's Overview and Scrutiny function
- To be responsible for the provision of a secretarial service to the Council, its Committees and Members
- To be responsible for the preparation of agenda, minutes and for all Council meetings, developing a 'plain English' approach
- To ensure the support and training needs of Members are identified, met, and periodically reviewed
- To develop ideas and initiatives to ensure Council meetings are publicised and are as accessible as possible to residents
- To provide information, as appropriate to Members to support their role
- With the Chief Executive, to advise on and develop, as appropriate, proposals of new forms of committee arrangements/political management
- To be responsible for the proper officer functions assigned to the post
- To provide appropriate support to the parish and town councils within the District
- To be responsible for the Council's Civic function
- To be responsible for the content of the Committee and Member pages on the Council's website.

Other Responsibilities

- Be responsible for the operations within the team, ensuring that these are well planned, are sensitive to customer and community requirements, are in line with Council policy and are delivered efficiently and effectively, with a quality focus
- Ensure that the team's services are provided in a coordinated manner, within a corporate focus and with maximum flexibility
- With the Solicitor to the Council, prepare the team's budget and ensure that this is monitored and spent effectively and within the framework set by Finance
- Lead, motivate and develop staff, encouraging teamwork
- Implement Council policies in a comprehensive, informed, and timely manner
- With the Solicitor to the Council, prepare an annual service plan, ensuring service performance indicators and targets are set, monitored, and reviewed
- Represent and support the Council's values when appropriate
- Provide support to Members, maintaining political sensitivity.

Special Conditions

- Whilst undertaking this role you should not, either during or after the termination of your employment, use or disclose to any person, company, corporation etc. any information relating to the Council, members of the public, or third parties **which is not included in unrestricted files, documents or publications** without first obtaining the permission of the Chief Executive
- Nor should you make any public statement or any statement to a person employed or associated with the media concerning the Council or any of its activities without first obtaining the consent of the Council.

The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

Person Specification

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Knowledge/Qualifications/Training	Essential	Desirable	Verified by
Educated to degree level or equivalent	E		Application Form
Excellent knowledge and understanding of local government democratic processes and decision making particularly in relation to the operation of Council, Policy, Overview and Scrutiny and the regulatory committees	E		Application Form/Interview
Excellent working knowledge and understanding of how a local authority works and takes its decisions and the issues, legislation and statutory obligations which affect the Service	E		Application Form/Interview
Highest standards of written communication skills and an ability to analyse and interpret complex written material	E		Application Form/Interview
Evidence of relevant management experience	E		Application Form/Interview
ICSA or appropriate professional qualification		D	Application Form
Skills/Abilities	Essential	Desirable	Verified by
Proven track record of successful achievement in the field of democratic services	E		Application Form/Interview
Good IT skills	E		Application Form/Interview
Communicates clearly, with credibility and commitment to a range of internal and external stakeholders	E		Interview
Ability to demonstrate skill, sensitivity, discretion, tact and diplomacy in working in a political environment	E		Application Form/Interview
Outstanding organisational skills	E		Application Form/Interview
Sound managerial ability	E		Application Form/Interview
Experience of managing a democratic services team	E		Application Form/Interview
Experience of working at a senior management level within a local government environment, particularly in enabling elected members to fulfill their various roles	E		Application Form/Interview
Have the ability to set, monitor and manage budgets		D	Application Form/Interview
Experience of using an IT system to deliver democratic services		D	Application Form/Interview

Other Personal Attributes	Essential	Desirable	Verified by
Willing to work within a team culture	E		Application Form/Interview
Willingness to take corporate responsibility, anticipating and managing risks and consequences	E		Application Form/Interview
Makes difficult decisions and stand by them even when they could be unpopular	E		Application Form/Interview
The ability to drive and lead change both within and outside the organisation	E		Application Form/Interview
Willing to attend evening meetings and to provide cover, often at short notice, for colleagues whenever they may be held	E		Application Form/Interview