

Job Profile

Position Details	
Post	Principal Committee Co-ordinator
Service Area	Corporate Governance/ Democratic Services
Reports to	Committees Manager
Grade	PO2/3
Job Family	To be completed by HR

Role Purpose
<p>Providing high-level professional support to Members and Senior Officers in their decision-making roles. Responsible for the organisation and clerking of designated Committees and Panel meetings of the Council.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. Provide a comprehensive and effective support service to designated committees and provide support to other bodies where required. 2. Using the electronic agenda and minutes management system, prepare agendas and papers for meetings and circulate in accordance with statutory requirements and timescales, write and circulate minutes. 3. Ensure that reports submitted by officers are consistent with corporate guidelines and advise on necessary revisions or amendments. 4. To ensure that all public information relating to the decision-making process and bodies allocated is published on the council website. 5. Provide advice and information to Members, officers at all levels of seniority and the public on procedures relating to the allocated areas of responsibility. 6. Maintain awareness of relevant legislation, service policies and issues within the allocated areas of responsibility. 7. Action matters arising from the meetings attended as appropriate. 8. Initiate, develop and maintain liaison with external organisations, groups, partner agencies and others in relation to meetings and other matters, and co-ordinate their input into meetings as required. 9. Advise Members, officers, external organisations, groups, partner agencies and others on the Constitution, including procedures, Standing Orders, terms of

reference, the scheme of delegation and other procedures relevant to the committees and functions allocated.

10. Draw matters to the attention of the Committees Manager, Democratic Services and Scrutiny manager as appropriate.
11. Recommend initiatives the Committees Manager and Head of Member Services on procedural and policy issues, and develop those initiatives as required.
12. Liaise with Chief Officers and senior management as necessary to prepare reports for Members on issues as required, providing policy advice and guidance as necessary.
13. Maintain close functional links with service Directorates, the Chief Executive's Office and other sections of the Chief Executive's Service to ensure that issues and arrangements are progressed properly.
14. To be responsible as required for the management of projects in the committee secretariat area to support the on-going development of the service.
15. To carry out research as may be necessary to perform allocated tasks effectively.

Whilst the post holder will be contracted for 36 hours per week, the hours of work will need to be flexible to accommodate working in the evenings within the basic working week, where practicable and necessary.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ol style="list-style-type: none"> 1. Good knowledge of local government 2. Understanding of local democratic decision-making processes, governance arrangements, the roles of elected members and the Executive and Scrutiny function. 3. Knowledge and awareness of the needs of a diverse range of service users 4. Experience working with elected members or in a comparable environment and working effectively in partnership with a range of stakeholders. 	<p>E E D E</p>

5. Extensive experience of servicing meetings, preparing agendas, writing minutes, writing and presenting complex reports.	E
6. Proven record of accomplishment of contributing to and adding value within a large organisation.	D
7. Experience of working in a political or similar environment, dealing with highly sensitive and confidential issues.	E
8. Experience of managing own workload and deadlines.	E
9. Ability to represent the Council effectively in meetings and in public and to promote and uphold the work of the teams, in a wide range of situations, and to deal with Members, lobbyists, protagonists and the media.	E
10. Ability to exercise sound judgement and diplomacy in controversial and complex situations and matters, and to inspire confidence in all stakeholders, particularly Members and senior officers.	D
11. Strong interpersonal skills and the ability to communicate at all levels and to a variety of audiences, verbally, in writing and using information technology as appropriate.	E
12. Ability to manage committees and meeting processes with regard to timetables, deadlines and legal requirements, identifying potential problems in a political environment.	E
13. Good critical and creative thinking abilities and ability to engage effectively and persuade others in a political environment.	E
14. Ability to be pro-active in your approach to work.	E
15. Ability to employ tact, discretion and sensitivity	E
16. Commitment to, and understanding of the Council's equal opportunities policies	E
17. Able to deal with confidential and sensitive matters	E
18. Ability to work in a multi -cultural environment	E
19. Flexibility and a willingness to learn	E
20. Commitment and motivation to work such hours as maybe necessary to achieve the purpose of the post	E
21. Degree or Degree level qualification or consummate experience in a similar role.	E
	D

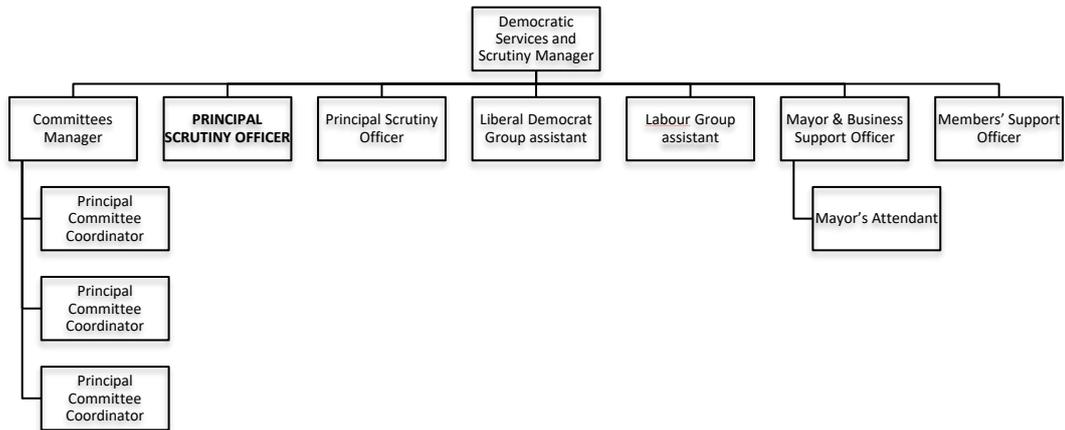
Main Contacts & Other Information	
<u>Main Contacts:</u>	
<ul style="list-style-type: none"> • Elected Councillors • Democratic Services and Scrutiny Manager • Committees Manager • Monitoring Officer and legal service • Senior officers – both in service areas and corporate support 	

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure

Please provide organisation structure chart.



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	85%	Use of a computer.	Y	85%
Audio typing.	N		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	Y	15%
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Y	15%	Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A