

**Assistant Director for Corporate Governance  
Democratic Services and Scrutiny Team  
Committee Team**

**JOB DESCRIPTION**

**Post:** Principal Committee Co-ordinator

**Grade:** PO2/3

**Responsible to:** Committees Manager

**Key Purpose:**

Providing high-level professional support to Members and Senior Officers in their decision-making roles. Responsible for the organisation and recording of designated meetings of the Council, the formal Executive, quasi-judicial and non-Executive Committees, Partnership bodies and Haringey's Forward Plan.

**Main Duties and Responsibilities:**

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 and ensure key decisions are notified to the Overview and Scrutiny Committee.
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.

#### **Other Duties**

16. Ensure all work is in line with the Corporate Plan, Council strategies and policies, best practice, current legislation and regulations.
17. Perform all duties with due regard to political sensitivity and the need for confidentiality and discretion.
18. Carry out all duties with due regard to the Officer Code of Conduct and the Protocol for Member / Officer relations and in particular to note that staff must never use their relationship with Members to advance personal interests or to influence decisions improperly.
19. To carry out the responsibilities of the post with due regard for the Council's Equal Opportunities and Health and Safety policies.

#### **Special Conditions**

20. 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.

#### **Political Restriction**

This post is politically restricted under Section 2 (1) (c) of the Local Government and Housing Act 1989. The holder is disqualified from being a member of other local authorities, Member of Parliament or Member of the European Parliament. In addition, the post holder may not hold office in a political party, canvass at elections or attempt to influence support in any way for a political party.

**This is a career-graded post at:**

**PO2 level** the post holder will be expected to provide a contribution to

- participating in the activities of any cross Directorate task group to progress the Council's identified strategic or corporate aims and priorities;
- assist in the preparation of reports for Members and for the Head of Service as required.

**PO3 level** the post holder will be expected to demonstrate a range of skills including the profile and complexity of the meetings to be serviced; the requirements of the post holder to give high level advice on procedural issues and the procedure rules within the constitution, regular responsibility for project work and the level of supervision required.

**At PO3, the post holder would be expected to:**

- lead, co-ordinate and/or provide significant contribution whilst participating in the activities of any cross Directorate task group to progress the Council's identified strategic or corporate aims and priorities;
- Lead and co-ordinating significant projects as required;
- Lead on the preparation of reports, policies and initiatives for Members, senior management and for the Head of Service as required with minimal supervision, providing policy advice and guidance as necessary.

This is a link-graded post, appropriate supervision; training and guidance will be given at each level. There is a **bar** point, which corresponds to the maximum incremental point of the lower grade of the post. In order to move through the bar point to the higher grade, specific criteria must be met. These are:-

<b>Competency</b>	Progression through the career grade will be linked to the annual and six monthly appraisals process. The post holder must demonstrate the knowledge, skills and abilities required at the higher grade. This will be assessed by formal interview with the post holder's line manager and head of service.
<b>Workload</b>	there must be sufficient unallocated work at the higher grade to justify progression
<b>Finance</b>	there must be significant funding in the budget to cover the increase in salary expenditure.

Annual increment progression within a grade, will remain as per the current council procedure

Chief Executive's Service  
Member Services Business Unit  
Committee Secretariat Team

## PERSON SPECIFICATION

Post: Principal Committees Co-ordinator  
Grade: PO2/3

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills/experience potential meet some or all of them, as the short listing decision will be based on our assessment of you against these criteria.

The final assessment will also seek to evaluate these characteristics.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Good knowledge of local government and new proposals, initiatives and legislation affecting it.</li><li>• Understanding of local democratic decision-making processes, governance arrangements, the roles of elected members and the Executive and Scrutiny function.</li><li>• Knowledge and awareness of the needs of a diverse range of service users</li></ul>	<ul style="list-style-type: none"><li>• A good knowledge of the law and procedures relating to local authority decision making.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Two years experience working with elected members or in a comparable environment and working effectively in partnership with a range of stakeholders.</li><li>• Extensive experience of servicing meetings, preparing agendas, writing minutes, writing and presenting complex reports.</li><li>• Proven record of accomplishment of contributing to and adding value within a large organisation.</li><li>• Experience of working in a political or similar environment, dealing with highly sensitive and confidential issues.</li><li>• Experience of managing own workload and deadlines.</li></ul>	<ul style="list-style-type: none"><li>• Experience of supporting multiple committees or decision-making bodies, preferably in a Local Government setting.</li><li>• Experience of managing projects</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Ability to exercise sound judgement and diplomacy in controversial and complex situations and matters, and to inspire</li></ul>	<ul style="list-style-type: none"><li>• Good project planning and management skills</li><li>• Ability to undertake research projects, analysing, interpreting and presenting data.</li><li>• Ability to interpret legislation, Policy Directives and Legal</li></ul>

	<b>Essential</b>	<b>Desirable</b>
	<p>confidence in all stakeholders, particularly Members and senior officers.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ability to manage committees and meeting processes with regard to timetables, deadlines and legal requirements, identifying potential problems in a political environment.</li> <li>• Good critical and creative thinking abilities and ability to engage effectively and persuade others in a political environment.</li> <li>• Good organisational skills and ability to manage and prioritise a heavy work load.</li> <li>• Ability to be pro-active in your approach to work.</li> <li>• Good IT skills.</li> <li>• Ability to employ tact, discretion and sensitivity</li> </ul>	Opinion
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or Degree level qualification or consummate experience in a similar role.</li> </ul>	
<b>Any other requirements relevant to the post</b>	<ul style="list-style-type: none"> <li>• commitment to, and understanding of the Council's equal opportunities policies</li> <li>• able to deal with confidential and sensitive matters</li> <li>• ability to work in a multi cultural environment</li> <li>• flexibility and a willingness to learn</li> <li>• Commitment and motivation to work such hours as maybe necessary to achieve the purpose of the post</li> </ul>	