

Job Profile

Position Details	
Post	Democratic Services and Scrutiny Manager
Service Area	Corporate Governance Service / Democratic and Scrutiny Team
Reports to	Assistant Director Corporate Governance
Grade	PO8
Job Family	

Role Purpose
<ol style="list-style-type: none"> 1. To contribute to the development of the Service's overall strategic direction in line with the Council priorities. 2. To exercise delegated powers as authorised by the Assistant Director of Corporate Governance. 3. To ensure that the service is in line with Council policies and procedures, regulations, statutory requirements, current best practice in public service management, and the needs and expectations of internal and external customers. 4. To manage the performance of staff by agreeing indicators, objectives, planning, allocating, monitoring and evaluating work and ensuring that objectives are achieved; providing clear, objective and supportive feedback.

Main Responsibilities
<ol style="list-style-type: none"> 1. To manage and develop the efficient and effective delivery of the Council's formal decision-making processes, ensuring high quality support services. 2. To manage the Democratic Services function including executive and non-executive decision-making processes (excluding the Leader's office), the Scrutiny function, the Mayoral Service, Member support, and Political Assistant roles. 3. To oversee the management of the business of Full Council, the Executive, and Non-Executive committees of the Council, the Forward Plan and overall workloads, ensuring that statutory and corporate requirements and timescales are met. 4. To formulate service development proposals to maintain delivery of a modern, efficient and effective Democratic, Mayoral, Member support, Scrutiny and Political Assistant support service. 5. To ensure production of the Annual Programme of Meetings to support the Council's Programme of Business and that the roles and activities of council and committee chairs are coordinated. 6. To produce realistic and achievable work plans for the service having regard to workloads and staff capacity and to respond to changes in corporate plans and priorities.

7. To write and present reports, prepare agendas, and take minutes at meetings as required.
8. To give high quality professional advice to Members and Senior Officers on governance and Constitutional matters, including the functioning of meetings and the discharge of their duties in relation to reporting and accounting for decisions.
9. To act as a principal source of advice within the Service, on all matters relating to the Constitution. To maintain, review and develop constitutional and administrative frameworks of the Council, particularly in the light of new legislation, subsequent experience and relevant bench marking. To ensure the Council's constitution is up to date and to effect amendments to the Council's Constitution through appropriate channels and Full Council.
10. To assist the Monitoring Officer on member standards issues including members compliance with statutory and corporate requirements.
11. To ensure that performance targets and budgetary limits are achieved in relation to areas of direct responsibility.
12. To assist in improving participation by the public, acknowledged stakeholders and partners in the democratic decision-making process.
13. Undertake any other duties as required, consistent with the basic objectives and responsibilities of the post.

Generic Responsibilities
<ol style="list-style-type: none"> 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
<ul style="list-style-type: none"> • Significant experience of working with elected members or equivalent, and a range of stakeholders. 	E
<ul style="list-style-type: none"> • Significant experience of working and managing in a modernized political environment and dealing with highly sensitive and confidential matters. 	E
<ul style="list-style-type: none"> • Extensive management experience in local government or a similar environment or the ability to manage in such an environment. 	E
<ul style="list-style-type: none"> • Extensive experience of servicing committee meetings, preparing agendas, writing minutes, writing and presenting complex reports and playing a leading role in high profile Council meetings. 	E
<ul style="list-style-type: none"> • Proven and significant track record of contributing to and adding value within a large complex organization. 	E

<ul style="list-style-type: none"> • Ability to lead, challenge and motivate staff and to inspire the confidence of senior staff and members within the organization. 	E
<ul style="list-style-type: none"> • Ability to exercise sound judgement and diplomacy in highly sensitive situations. 	E
<ul style="list-style-type: none"> • Ability to drive the service's e-democracy and e-government responsibilities and develop the service so that it becomes less paper based. 	D
<ul style="list-style-type: none"> • Ability to devise and manage a member training programme to ensure members are able to function properly in their roles. 	D
<p>Qualifications (only if applicable)</p> <ul style="list-style-type: none"> • Degree or Degree level qualification or significant experience in a similar role. 	D
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Extensive knowledge of the legislative framework underpinning local government decision making and the operation of the executive and non-executive committees. 	E
<ul style="list-style-type: none"> • Knowledge of performance management and using performance data. 	E
<ul style="list-style-type: none"> • Extensive knowledge of the needs of Members and the Mayor and the support they require. 	E

Main Contacts & Other Information	
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Chief Executive and Senior Leadership Team 2. Assistant Director of Corporate Governance 3. Members including the Mayor, The Cabinet, members of Overview & Scrutiny Committee, Chief Whips, Committee Chairs 4. Officers and other agency staff preparing reports for decision making. <p><u>Other Information:</u></p> <p>This post requires the post holder to cover evening meetings, outside of the standards working hours.</p>	