

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Committee Services Officer
Service Area / Team	Democratic Services & Law / Committee Services
Reports to	Democratic Services Senior Specialist
Post Number	TBC
Grade & Annual Salary	D/E £25,244 - £33,163 dependent on qualifications and experience
Politically Restricted Post	Yes (Politically restricted – sensitive)
DBS Requirement	N/A
JOB PURPOSE	
<ul style="list-style-type: none"> To support the delivery of an efficient and effective Committee Services function for all meetings of the Council, Cabinet, Scrutiny and other committees and meetings to support the work of elected members To act as PA to the Chairman and Vice-Chairman of the Council 	

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> To co-ordinate the workings of all the committees of the Council, including: <ol style="list-style-type: none"> To attend and clerk such meetings, as allocated or required, including agenda preparation, giving procedural advice during meetings, taking of notes and the compilation of minutes. Collating items for agendas. Checking reports and other documents ensuring compliance with the Council's standards To format reports as necessary and to ensure that all legal, financial and diversity comments have been obtained prior to publication Arrangements for distribution off agenda and reports Collation of agenda and reports Circulation of agendas (draft and final) Attendance at meetings and associated minute taking Initiation and implementation of actions arising from Committee decisions including the preparation of Statutory/Public Notices for inclusion in the press. Attending evening meetings. 	As required

<ul style="list-style-type: none"> To cover the work of the Senior Committee Services Officer as appropriate and as directed. 	As required
<ul style="list-style-type: none"> To encourage and advise other departments and officers to respond to pre-set deadlines and requirements in order that agendas and minutes are produced on time and meet all statutory requirements, particularly in relation to public access to information. 	Daily
<ul style="list-style-type: none"> To ensure that other departments and officers are notified of decisions taken at committee and other meetings as appropriate. 	As required
<ul style="list-style-type: none"> To ensure, as far as possible, that decisions of committees are implemented or followed up and to maintain such records as are necessary for the purpose. 	As required
<ul style="list-style-type: none"> To provide administrative support, guidance and advice to Members on all matters relating to committees including constitutional requirement. 	Daily
<ul style="list-style-type: none"> To assist in the updating of the Council's committee management software system and website in relation to material for the Committee Services Department. 	As required
<ul style="list-style-type: none"> To arrange for the receipt, recording and opening of formal tenders in accordance with the Council's financial regulations. 	As required
<ul style="list-style-type: none"> To assist with the updating and production of the Council's Constitution. 	As required
<ul style="list-style-type: none"> To assist with the preparation of induction material for new Members when elected. 	Four yearly
<ul style="list-style-type: none"> To administer the scheme for members travel and subsistence claims 	As required
<ul style="list-style-type: none"> To maintain and update information concerning Councillors appointments to outside bodies 	As required
<ul style="list-style-type: none"> To provide organisational, administrative and secretarial support to the Chairman and Vice-Chairman of Folkestone & Hythe District Council. 	Daily

<ul style="list-style-type: none"> • To maintain and process member ward budget applications and arrange for publication of the decisions made. 	On-going
<ul style="list-style-type: none"> • To provide administration link between the parish/town councils in the district. 	On-going
<ul style="list-style-type: none"> • To ensure that accommodation within the civic suite (or in other external venues) is booked to meet the requirements of Council and committee meetings 	Daily

CORPORATE RESPONSIBILITIES

<ul style="list-style-type: none"> • Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> • To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> • To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> • To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> • To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> • To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> • To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> • To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

The key decision making areas in the role

- Giving on the spot constitutional advice to CMT and Members, and making appropriate recommendations with regard to decision making

The wider context of the role

- Politically sensitive role.
- Recognition of confidential/restricted information and how this relates to the work of the committee team.
- Providing support to a number of working/advisory groups, briefings, joint meetings and other meetings of the council as well as 7 main Committees shared within the team. Evening work is essential to fulfil this requirement.
- There are 30 elected members to provide constitutional advice to.
- PA to Chairman role - This involves providing day to day support and managing the diary, as well as project managing and coordinating two to three large events per year, from sending out the invites, arranging catering and attendance as the Chairmans support. Duties also include:
 - Co-ordinating the use of the civic car and instructing accordingly.
 - Responsibility for the Civic Regalia with a minimum value of £31,500.
 - Co-ordinating and organising the civic diary, civic events and annual events.
 - To administer and process purchase orders relating to invoices, request direct payments for the Chairman to fulfil his role.
 - Knowledge of the protocol of the Chairman and significance of his position as first citizen of Folkestone & Hythe.
 - Evening work as required.
- Assisting with updating information on the website, which must be accurate.

Folkestone & Hythe District Council Person

Post Title: Committee Services Officer

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. 	✓		
	Desirable <ul style="list-style-type: none"> Relevant professional qualification (ADSO Certificate in Democratic Services Practise). 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook. Recent and relevant administrative / office based experience 	✓	✓	
		✓	✓	

	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in a democratic services environment • Experience in use of a committee management software system e.g. Modern.Gov • An understanding of the working of a Local Authority. • Knowledge of the legal and technical aspects of Local Government and its decision making processes 	<p>✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓</p>	<p>✓</p>
<p>Skills and Abilities</p>	<p>Essential</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills to be able to liaise effectively with a range of stakeholders and customers, both internal and external, at every level. • Good administrative skills – the ability to work quickly and accurately. • Proficient note taking and minute writing. • The ability to work as part of a team and on own initiative. • Ability to undertake research and present resultant information clearly and succinctly. • Political awareness. • Ability to organise and prioritise workload and competing demands effectively in order to meet deadlines and maintain high standards at all times. • Flexible and adaptable to different scenarios as they arise. • An appreciation of the corporate aims of the Council. • Commitment to personal development. Ability and willingness to undertake a formal qualification e.g. relevant professional qualification as part of this trainee post. • Customer focused with excellent customer service skills . • An understanding of, and commitment to, confidentiality and data protection • Ability to be flexible to demands of the service inc. with regards working hours and attending evening meetings on a regular basis. 	<p>✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓</p>
	<p>Desirable</p> <ul style="list-style-type: none"> • The ability to travel across the district in an effective and efficient manner. 		<p>✓</p>	