



Job description and person specification

Job description

Job title

Committee Services Officer

Department

Corporate Services

Grade

F

Salary

£29,439- £31,724 FTE

Manager

Committee Services Manager

Summary

The Committee Services team ensure the efficient and effective administration of Council and Committee meetings in accordance with the requirements of the law and Hart's Constitution.

Committee Services Officers assist officers and members to comply with governance arrangements on matters related to Council governance and decision-making.

Key responsibilities

1. To ensure the Council's meetings and decision-making process is arranged and administered effectively, in compliance with Hart's constitution and good practice
2. To efficiently and effectively manage meetings of the Council including committees, sub-committees and working groups, specifically:
 - Schedule and organise meetings and prepare and circulate papers
 - Maintain forward plans and work programmes
 - Plan, prepare and publish agendas and minutes for all meetings in accordance with deadlines and legislation in relation to exempt matters and access to information

3. Co-ordinate public participation at meetings
4. Attend meetings to accurately record the attendance, declarations of interest and the decisions made, and to give information or advice on procedures as appropriate. Council meetings are generally held during the evening and the post holder will receive time off in lieu for hours worked in line with the Council's policy
5. To prioritise work, particularly minutes, to ensure these are completed within target dates and meet appropriate standards of accuracy, consistency and accessibility
6. To have a good understanding of the work and functions of the committees allocated to the postholder
7. To use the modern.gov software to undertake relevant tasks, including full agendas, minutes, library of relevant documents and members' register of interests to maximise the potential use of the software and to improve the efficiency of committee management and administration
8. To provide support, guidance and advice to members and officers on governance and constitutional issues
9. To assist in the co-ordination and provision of a comprehensive induction, development, training and support programme for members of the Council.
10. To ensure that the information relating to Committee Services on the corporate website is kept up to date and relevant, in keeping with corporate guidelines
11. To undertake First Aid and Fire Warden training to ensure Health and Safety requirements are covered during evening meetings
12. To provide assistance to the Elections team as required
13. To undertake any other duties assigned from time to time by the Committee Services Manager
14. Provide a high-quality service for our residents, staff, managers, and external partners.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of manual and digital systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Data Protection policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Job description revised (date)

Hay grade evaluated (date)

Person specification

Job title

Committee Services Officer

HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote HART values by:

- Being helpful
- Being approachable
- Being responsive
- Taking ownership of challenges and problems to ensure they are dealt with appropriately.

The table sets out the essential and desirable attributes we are seeking for this role

Attributes	How do you demonstrate these attributes?	Evidence
	E = essential D = desirable	Application, interview, or test
Education and qualifications	Education to A-level or equivalent standard (E)	Application and interview
	Member of Association of Democratic Service Officers (D)	Application and interview
Experience and knowledge	Relevant experience of working within a local authority (D)	Application and interview
	Highly competent and proficient in Microsoft Office applications including Word, Excel and PowerPoint (E)	Application and interview

Attributes	How do you demonstrate these attributes? E = essential D = desirable	Evidence Application, interview, or test
	Evidence of full range of administration experience (E)	Application and interview
	Experience of working with modgov platform or equivalent to produce agendas, minutes and reports (D)	Application and interview
Skills and abilities	Excellent written communication skills to record minutes and notes for meetings (E)	Application / interview
	Good communication and interpersonal abilities with individuals and groups (E)	Application / interview
	Ability to build strong working relationships and collaborate with others to achieve results (E)	Application / interview
	High degree of organisation skills and ability to manage priorities in fast changing environment (E)	Application / interview
	Ability to convey expert knowledge to officers not knowledgeable in this area (E)	Application / interview
	Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome (E)	Interview

Attributes	How do you demonstrate these attributes? E = essential D = desirable	Evidence Application, interview, or test
Personal qualities/aptitudes	Self-motivated and able to work under pressure. Work to deadlines and prioritise work effectively (E)	Application form
	Ability to work as part of a team and/or alone as required and use own initiative (E)	Application form and interview
	Commitment to professional and personal development (E)	Application form and interview
	Demonstrate highest level of personal credibility, integrity and reliability (E)	Application and interview
	Commitment to deliver the best possible customer service for staff, Members residents, and internal and external customers (E)	Application and interview
Other	Attending meetings and events out of office, depending on the frequency of committee (E)	Application and interview

Signatures:

Job holder

Manager