

# Job description and person specification

## Job description

### **Job title**

Committee Services Officer

### **Department**

Corporate Services

### **Grade**

F

### **Salary**

£33,698.93 - £36,057.05

### **Manager**

Committee Services Manager

### **Summary**

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

You will assist officers and Councillors to comply with governance arrangements on matters related to Council governance and decision-making. You will also help the Council prepare for Local Government Reorganisation.

### **Key responsibilities**

1. Ensure the Council's meetings and decision-making process is arranged and administered effectively, in compliance with Hart's constitution and good practice
2. 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
  - Collate reports from Executive Directors and other report authors for the range of committees including Council, Cabinet, sub-committees and other Councillor-led working groups
  - Maintain forward plans and work programmes
  - Plan, prepare and publish agendas and minutes for 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 record the attendance, declarations of interest and the decisions made, and to give information or advice on procedures as appropriate
5. Ensure minutes are completed within target dates and meet appropriate standards of accuracy, consistency and accessibility
6. Use modern.gov software to undertake relevant tasks, including agendas, minutes, library of relevant documents and Councillors register of interests to improve the efficiency of committee management and administration
7. Provide information, support and advice to Councillors and officers on governance and constitutional issues
8. Oversee the submission of petitions received by the Council and ensure that petition organisers are informed of the process
9. Assist in the co-ordination and provision of a comprehensive induction, development, training and support programme for members of the Council
10. 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. Undertake First Aid and Fire Warden training to ensure Health and Safety requirements are covered during evening meetings
12. Undertake any other duties assigned from time to time by the Chief Executive, Executive Director or Committee Services Manager
13. Provide a high-quality service for our residents, staff, managers, and external partners.
14. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
15. Promote the **HART Values** by:
  - Being **helpful**
  - Being **approachable**
  - Being **responsive**
  - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

## 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.

# Person specification

## 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                   | Essential                                                                                                                                                                                                                                                             | Desirable                                                                                                                                          | Evidence                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Education and qualifications | Education to A-level or equivalent standard                                                                                                                                                                                                                           | Member of Association of Democratic Service Officers                                                                                               | Application form and certificate |
| Experience and knowledge     | Highly competent and proficient in Microsoft Office applications including Word, Excel and PowerPoint<br><br>Evidence of full range of administration experience<br><br>Committed to providing high-quality customer service                                          | Relevant experience of working within a local authority<br><br>Experience of modgov platform or equivalent to produce agendas, minutes and reports | Application form and interview   |
| Skills and abilities         | Excellent written communication skills to record minutes and notes for meetings<br><br>Good communication and interpersonal abilities with individuals and groups<br><br>Ability to build strong working relationships and collaborate with others to achieve results | Understanding of accessibility guidelines and the application across all written documents                                                         | Application form and interview   |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|
|                    | <p>High degree of organisation skills and ability to manage priorities in fast changing environment</p> <p>Ability to convey expert knowledge to officers not knowledgeable in this area</p> <p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p>                                                                          |  |                                |
| Personal qualities | <p>Self-motivated and able to work under pressure. Work to deadlines and prioritise work effectively</p> <p>Ability to work as part of a team and/or alone as required and use own initiative</p> <p>Commitment to professional and personal development</p> <p>Demonstrate highest level of personal credibility, integrity and reliability</p> <p>Commitment to deliver the best possible customer service for staff, Councillors, residents, and internal and external customers</p> <p>Ability to manage own time</p> |  | Application form and interview |

|                            |                                                                                      |  |                  |
|----------------------------|--------------------------------------------------------------------------------------|--|------------------|
|                            |                                                                                      |  |                  |
| Other working requirements | Attending meetings and events out of office, depending on the frequency of committee |  | Application form |