Job description and person specification

Job description

Job title

Committee Services Manager

Department

Corporate Services

Grade

H

Salary

£41,761 - £45,133

Manager

Change and Digital Manager

Job summary

Lead and develop the Committee Services function, ensuring the effective delivery of democratic governance, decision-making processes and member support across Hart District Council. You will provide professional advice on constitutional and procedural matters, manage the administration of council and committee meetings, support the Monitoring Officer in maintaining good governance arrangements, and lead a high-performing customer-focused team.

You will drive continuous improvement within Committee Services, identifying opportunities to modernise processes, improve member experience and increase organisational efficiency through digital solutions and best practice.

Key relationships

Internal

- Chief Executive
- Senior Leadership Team
- Monitoring Officer
- District Councillors
- Service Managers

External

- Independent Persons
- External auditors

- Partner authorities including Town and Parish Councils
- Professional networks
- Members of the public

Main responsibilities

Leadership and management

1. Lead, motivate and develop the Committee Services team
2. Manage workloads, performance, wellbeing and professional development.
3. Ensure resources are effectively deployed to support council priorities
4. Provide governance and administrative support to Senior Leadership Team as required.

Democratic governance

5. Lead the administration of all formal decision-making meetings
6. Ensure compliance with the Local Government Act 1972, Access to Information legislation and the Council's Constitution
7. Provide procedural advice to Members and officers
8. Maintain and review governance processes.

Constitution and standards

9. Support the Monitoring Officer in maintaining and reviewing the Constitution
10. Administer the councillor complaint process
11. Support investigations and liaison with Independent Persons

Member support and development

12. Support elected Members in carrying out their duties
13. Deliver training and guidance on committee processes and governance.

Digital and service improvement

14. Lead on the management of Modern.Gov and associated systems including the development of proportionate and safe transcription and draft minute generation using AI across decision making meetings
15. Identify process improvements and efficiencies
16. Use technology to improve accessibility and transparency

17. Provide a high-quality service for our residents, staff, managers, and external partners.
18. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
19. 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 and manage the identification, development and implementation of Manual and Information Technology 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 council 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 Senior Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

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

Job title

Committee Services Manager

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 the 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 & qualifications	Good level of education (GCSE standard in English as a minimum)	Degree educated Professional qualification in a relevant discipline such as governance, law, data protection, democratic services. ADSO membership	Application form and certificate

Attributes	Essential	Desirable	Evidence
Experience & knowledge	Full range of administration experience including minute taking and record keeping Experience advising Members and senior officers. Experience supporting formal committee or board meetings. Experience managing governance processes and statutory deadlines. Understanding of committee procedures and constitutional governance. Experience leading teams and managing performance Committed to providing high-quality customer service	Previous local government experience Use of Civica's modern.gov platform Understanding of WCAG accessibility guidance Understanding of AI use cases in local government Knowledge of standards and ethical governance arrangements.	Application form and interview

Skills and abilities	Excellent written and oral communication and interpersonal skills Ability to build strong working relationships and to collaborate with others to achieve results High degree of organisation skills and ability to manage priorities in a fast changing environment. Political awareness and diplomacy. Self-motivated and able to work under pressure. Evidence of being able to work to deadlines and to prioritise work effectively. Highly computer literate and proficient in Microsoft Office in particular Word, Excel, Power Point Ability to develop a strong values service culture, building a motivated and engaged team. Ensuring that individuals and teams have targets objectives and development plans, linked to the Corporate Plan. Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome. Ability to interpret legislation and procedural guidance.	Ability to analyse and interpret data Ability to prepare reports and briefing papers for senior audiences. Have experience of coaching and developing staff to achieve high performance, professional standards and positive engagement	Application form and interview

Attributes	Essential	Desirable	Evidence
	Ability to make customers feel warm, wanted, welcome and cared for. Ability to influence and challenge constructively.		
Personal qualities	Commitment to professional and personal development Ability to manage own time Commitment to delivering the best possible services for residents, and internal and external customers		Application form and interview
Other working requirements	Attend meetings and events out of office hours as required.	Access to a car for work purposes	Application form

Signatures:

Job holder …….

Manager ……..