



## JOB DESCRIPTION

### DEPARTMENT

Corporate Services

### JOB TITLE

Committee & Member Services Officer

### HAY GRADE

F

### SALARY RANGE

£27,041 to £29,286

### RESPONSIBLE TO

Committee Services Team Leader

### RESPONSIBLE FOR

N/A

## HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED

Out of hours working, lone working within office environment

## DESCRIPTION OF DUTIES AND RESPONSIBILITIES

### OVERVIEW

Hart District Council are looking for a motivated and enthusiastic individual to join our Committee Services Team to provide comprehensive, responsive, efficient and effective support.

This is a role which will require the ability of the post holder to adapt to the organisation's needs, and offer a proactive and politically sensitive approach to matters, often in the strictest confidence.

It requires the post holder to be organised, accurate and able to work under pressure to both pre-determined as well as ad hoc deadlines.

The post holder must therefore be confident and tactful in dealing with elected members and senior officers and be able to think logically and plan ahead.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### Corporate Support

1. Be part of a team of support officers to meet Leadership Team expectations and timescales. Solving problems independently, using own initiative in making decisions and referring to others only when appropriate.

2. Prioritising to ensure all work is completed within target dates and meeting appropriate standards of accuracy and consistency.

### **Democratic Support**

3. To assist the Committee administration process for Council Committee meetings and lead member meetings specifically in respect of:
  - Arranging meetings
  - Preparation of agenda and reports
  - Attending meetings
  - Preparing minutes
  - Carrying out follow up action
  - Monitoring the Committee process
  - Providing administrative support to the scrutiny process.
4. To undertake the administration of standards complaints and to assist the Monitoring Officer and Deputy Monitoring Officer during the investigations process – to include liaising with the Independent Persons.
5. Assistance in Electoral Registration and Electoral Services as required.
6. Attend meetings as required (the post holder will need to be flexible in working hours).

### **Leadership Team Support**

7. To work with some autonomy, to effectively deliver executive support that meets the needs of the Leadership Team, service or project, seeking advice when required to effectively delegate or escalate enquiries.
8. Ensure issues are dealt with in line with the Joint Chief Executive's views, exercising judgment in their absence and referring appropriately to other members of the Leadership Team.
9. Take ownership of calls/enquiries and ensure that outstanding tasks are followed up and dealt with to the satisfaction of both the customer and the Council.
10. Ensure that proper arrangements are in place to deliver effective diary management and arranging meetings on behalf of the Leadership Team
11. Preparation of letters, reports, spreadsheets and presentations on behalf of the Leadership Team with a high degree of confidentiality and accuracy.
12. Attend meetings as required to take and produce clear, concise minutes, ensure prompt circulation of these and manage the actions arising.
13. Assist with special projects (under guidance).

### **STANDARD CLAUSES**

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.

- To assist in/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 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 co-operate 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.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Revised (Date) .....

Hay Job Evaluated (Date) .....



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| <p>Experience and Knowledge</p>  | <ul style="list-style-type: none"> <li>• Highly computer literate and proficient in Microsoft Office in particular Word, Excel, Power Point and database systems</li> <li>• Experience within a local authority environment</li> <li>• Evidence of full range of administration experience.</li> </ul>  | <p>E</p> <p>D</p> <p>E</p>          | <p>Application and/or Interview</p> <p>Application and/or Interview</p> <p>Application and/or Interview</p>                                     |
| <p><b>PERSONAL QUALITIES/ APTITUDE</b><br/>e.g. Initiative, Commitment, Evidence of Learning, Flexibility, Creativity/ Innovation, Patience, Reliability</p> | <ul style="list-style-type: none"> <li>• <b>Positive attitude</b> – <i>You look at life as an opportunity and are happy to roll up your sleeves until the task is done, finding outcomes that residents/elected Members or the organisation want. Using finance as a mechanism to ‘can do’ rather than ‘no way’.</i></li> <li>• <b>Modest</b> – <i>developing and building positive work relationships, recognising that everyone in the organisation contributes and everyone, no matter their seniority, deserve to be treated with respect.</i></li> <li>• <b>Personally independent</b> – <i>innovative and creative, searching for alternative solutions and being personally accountable for your own actions and those of your team. Looking for opportunities to keep your skills and knowledge up to date.</i></li> <li>• <b>Thinking long term</b> – <i>taking the initiative in using change to improve services. Genuinely listening to staff, stakeholders and elected members, identifying areas</i></li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>Application and/or Interview</p> <p>Application and/or Interview</p> <p>Application and/or Interview</p> <p>Application and/or Interview</p> |

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|   | <p><i>for improvement and making sure these are implemented.</i></p> <p><b>Sincere</b> – friendly, fair and easy to work with. Showing honesty, sincerity and integrity in all matters recognising that you may need to use different approaches in order to communicate effectively with different people to help their understanding.</p> <ul style="list-style-type: none"> <li>• <b>Driven</b> - A person with strong achievement drive, who demonstrates the highest level of personal credibility, integrity and reliability.</li> <li>• <b>Positive about sharing</b> – enthusiastic and knowledgeable about the service and the Council and self-confident in sharing ideas and opportunities using feedback to improve.</li> </ul> | <p>E</p> <p>E</p> <p>E</p> | <p>Application and/or Interview</p> <p>Application and/or Interview</p> <p>Application and/or Interview</p> |
| <p><b>MISCELLANEOUS /OTHER WORKING REQUIREMENTS</b><br/>e.g. Shift Working, Weekends, Manual Handling, Evening Working, Driving Licence</p> | <p>Full driving licence and access to a car for work purposes</p> <p>Attending meeting and events out of office hours as required.</p> <p>Ability to travel to other areas as required by job role.</p>   | <p>E</p> <p>E</p> <p>E</p> | <p>Application and/or Interview</p> <p>Application and/or Interview</p> <p>Application and/or Interview</p> |