

Northumberland County Council
JOB DESCRIPTION

Post Title: Democratic Services Officer		Director/Service/Sector - Democratic Services		Office Use JE ref: 318 HRMS ref:
Band: 6		Workplace: County Hall, Morpeth		
Responsible to: Democratic Services Officer (Team Leader)		Date: January 2009	Manager Level	
Job Purpose: Provide support to professional staff in the provision of committee services.				
Resources	Staff	None.		
	Finance	Minor responsibility for handling payments, raising orders or processing invoices in a particular area of work.		
	Physical	Maintain and operate key corporate information system such as a committee management system.		
	Clients	Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas: <ul style="list-style-type: none">1. Provide advice to elected members, officers, the public, and partners which meet national legislation, professional best practice, corporate standards, in-house procedures and the service's business plans.2. Research and writing of reports on a variety of matters and making recommendations prior to their submission drawing upon original sources or secondary material. Liaise with senior staff in other departments to discuss contributions of other disciplines and ensure corporate approach.3. Collate and progress reports to meet tight deadlines prepare agenda, brief chairpersons, attend meetings, provide appropriate advice as necessary and take minutes.4. Create accurate minutes, seek agreement, resolve disagreements suggesting acceptable amendments and ensure compliance with legal requirements.5. Co-ordinate after committee action, formulate and make representations on behalf of the Council to Ministers, Members of Parliament and statutory agencies, public bodies, other local authorities and individuals6. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues.7. Maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures.8. Process payments, handle cash, order goods and services, receive goods and process invoices for payment in accordance with financial procedures and regulations.9. Assist to monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations.10. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services.11. Other duties appropriate to the nature, level and grade of the post.				
Work Arrangements				
Transport requirements:		Some travel to work sites, area offices or training venues throughout the County and further a field on occasion.		
Working patterns:		Normal office hours but flexi-hours may apply if staff provide cover. Some attendance at evening meetings.		
Working conditions:		Mainly indoors.		

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Democratic Services Officer	Director/Service/Sector: Democratic Services	Ref: 318
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent standard of education Democratic Services Qualification - Certificate Knowledge of the main theoretical, procedural and practical issues relating to the service. An awareness of current legislation regulations, policies, procedures, and developments. Understands the relationship between costs, quality, customer care and performance. Evidence of professional study and/or personal development.	Studying for a relevant professional qualification. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	(a) (i)
Experience		
Recent experience in a relevant context and service. Experience in applying a range of relevant professional methods, tools and techniques. Recent experience in giving advice and counselling service users. Experience in engaging effectively with others and building productive partnerships.	Experience in a particular a relevant specialist area. Experience in using Microsoft Office and Oracle applications. Experience in project management.	(a) (i)
Skills and competencies		
Effective IT skills and able to use ITC to achieve work objectives. Prepares written, verbal and other media that are rational, convincing and coherent. Effectively expresses own views using appropriate means depending upon the audience. Numerator Applies a methodical approach to problem solving. Remains calm and logical in stressful and difficult situations.	Skilled in the use of Microsoft Office.	(a) (i)
Physical, mental and emotional demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council.		(i)
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.		(a) (i)
Other		
Holds a full driving licence and access to a car		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits