



JOB DESCRIPTION

Role	Democratic Services Officer
Reports to	Governance Manager

Job Purpose

To maintain and contribute to the development of the democratic process of the Combined Authority by:

- Supporting the efficient and effective service of various meetings and carrying out all appropriate related work
- Providing support for elected Members in the role as representatives of the community

Key Responsibilities

Day to day activities

- Provide administrative support to the Democratic Services Team including,
 - assisting with the organisation of meetings
 - ensuring agendas are produced with the statutory timeframe, servicing meetings and producing an accurate set of minutes
 - assisting with associated administrative work for meetings including the preparation and publication of the Forward Plan
 - Assist in organising and facilitating scrutiny meetings, ensuring that all necessary documentation, including agendas and minutes, is prepared and distributed within statutory timeframes.
- Ensure that all published reports conform to the agreed Combined Authority standard in order to provide access and transparency to democracy and, where appropriate, that report authors have taken account of the accessibility criteria
- Monitoring the democratic services inbox and responding/forwarding on enquiries as appropriate
- Supporting the Combined Authority's Monitoring Officer in the maintenance of the register of Members' interests, providing advice where appropriate regarding the declaration of interests
- Assist in supporting the arrangements post-election including helping to organise induction events and producing relevant documents/training materials
- Be familiar with the process for organising, hosting and administering meetings, both physical and virtual, in order to help ensure they can always proceed in a satisfactory, timely and lawful way.
- Signposting and advising Members, officers and external parties as appropriate regarding the content and interpretation of the Combined Authority's Constitution and relevant legislation
- To undertake the role of Committee Clerk and administer formal Committee/Board meetings including all required preparatory and consequential work without support.

Strategic Goals

- Assisting the Head of Democratic Services and Monitoring Officer, as directed, in reviewing and updating the Combined Authority's Constitution and any other procedures, training materials as needed to facilitate best practice governance.
- Working with the Communications team, support the development of internet and intranet democratic services pages and guidance documents based on the CPCA processes and then monitor and update as required by the Head of Democratic Services or the Monitoring Officer Undertake other duties as may, from time to time, be required subject to business needs within the Legal and Governance Directorate. To include, but not limited to: assistance with responding to freedom of information requests, support to Legal Services colleagues in respect of preparation of documentation, setting up meetings and general clerical support.

Person Specification

Behaviours

Excellent communicator

Highly adaptable - to changing circumstances and demands

Collaborative – works productively with peers, team and others

Motivated – driven by personal and organisational achievement

Qualifications and Knowledge

Good level of education, literate in English, Maths and ICT

Excellent understanding of office administration with the ability to understand the Combined Authority's agenda and workstream interdependencies

An understanding of devolution and the remit of the Cambridgeshire and Peterborough Combined Authority

Strong verbal and written communication skills with the addition of excellent IT skills, in particular MS Word, Excel and PowerPoint

Attention to detail and high level of accuracy

Effective organisational skills and diary management skills

Excellent research skills and understanding of policies and public sector requirements

Political awareness and knowledge of when things can and cannot be shared with politicians and the public

Achieved certificate level from Association of Democratic Services Officers.

Comprehensive knowledge of the administration of local government meetings

Experience

Direct experience of working in an administrative role, ideally within a Local Authority environment

Experience of dealing with administrative tasks proactively and efficiently

Experience of working with a wide range of partners

Experience of undertaking a Committee Clerk role for formal Committee/Board meetings including the required administration prior to and following the meeting taking place