

BROMSGROVE DISTRICT COUNCIL

Job Description

Post Title:	Democratic Services Officer (Bromsgrove District and Redditch Borough Councils)
Post Number:	LD0099
Directorate:	Legal, Democratic and Procurement Services
Post Grade:	Grade 7 (scp 25 - 30)
Date last reviewed:	May 2025
Responsible to:	Senior Democratic Services Officer
Responsible for:	None

This is a politically restricted post.

Main Purpose and scope of the post:

To provide a professional and comprehensive democratic support service to Members and officers of Bromsgrove District and Redditch Borough Councils principally through supporting meetings of the Council including Committees, Boards, Sub-Committees, Panels, Task Groups and other corporate bodies.

All Democratic Services officers are generic and the post holders will be expected to cover a wide range of duties (including providing cover and support to other team members where necessary). In broad terms the main duties will include;

Specific Post Responsibilities:

- **To have principal responsibility for supporting such Committees, Sub-Committees, Boards and related bodies as shall be allocated to the postholder.**
- **To work proactively with relevant Officers at all levels to ensure efficient conduct of decision-making processes and procedures in relation to the allocated bodies within both Councils.**
- **To prepare, co-ordinate and despatch agendas, reports and minutes/records of meetings/decisions as assigned to the postholder, in accordance with legal and constitutional deadlines and performance requirements.**

- To lead and drive the provision of relevant training and development relating to the bodies allocated to the postholder for members of the Council within an overall Member Development and Training Programme.
- To work with report authors to ensure that agenda items comply with the relevant Council Constitution, standard report template, house style, etc and are sufficiently informative for Members' needs.
- To attend meetings of allocated Committees, Boards, corporate bodies, etc. and take accurate records of proceedings at meetings.
- To facilitate virtual meetings of Committees, Working Groups and scrutiny Task Groups on software including Microsoft Teams.
- To be highly conversant with the decision-making procedures and processes of both Councils, with a specialist working knowledge of processes and procedures in relation to the bodies allocated to the postholder; and to advise officers and Members within both Councils, including Chairs of Committees, on procedural/Constitutional matters.
- To draft recommendations and reports as required in order to assist decision-making within two different Councils.
- To take responsibility for promoting understanding and awareness of the overview and scrutiny role within the Council in consultation with the Senior Democratic Services Officer.
- To provide constitutional and/or procedural advice at meetings.
- To prepare draft minutes using an electronic committee administration system and to agree the final record in consultation with other relevant persons.
- To take action on minutes / notes as necessary, including liaison with other officers on any matters relating to the implementation of decisions taken at meetings by way of action lists, Constitutional updates, minutes, letters, information notes, emails etc.
- To arrange own work in response to the requirements of the tasks allocated, including working largely on own initiative, consulting with the Line Manager and/or other colleagues, on non-routine, complex or sensitive issues and matters affecting the general procedures and services provided.
- To assist as required with supporting the Overview and Scrutiny functions of both Councils including servicing Task Groups and undertaking research and report preparation on their behalf.
- To attend and assist as required in the servicing of meetings of Bromsgrove District and Redditch Borough Councils.
- To liaise closely with other officers (up to and including Chief Executive level) and elected Members of both Councils and other agencies within the community as required.

- To deal with enquiries from Councillors, external organisations and members of the public relating to Councillors, meetings and the democratic process generally.
- To provide efficient and effective support to Councillors as required.
- To assist the Elections Team at times of business need as required.
- To contribute towards the continuous improvement of the service and the ongoing development of the decision-making processes of both Councils and ensure that local performance indicators are met.
- To assist with maintaining records of the service, including relevant information on the Council's intranet, website and meetings management system.
- To maintain an awareness of current best practice within the Democratic Services field, both in the management of meetings and Member support.
- Such other duties as may be assigned by the Senior Democratic Services Officer, the Principal Democratic Services Officer, Electoral Services Manager and/or the Head of Legal, Democratic and Property Services

Decision Making:

All decisions necessary for the undertaking of duties, either individually or in liaison with the Senior Democratic Services Officer or other senior officers.

Communications and Contacts:

Close co-operative working will be required with other officers (up to and including Chief Executive level) and all elected Members of both Councils, including the Leaders, Portfolio Holders, Chairman/Mayor, and other offices. There will also be contact with Councillors and officers of other local authorities and external organisations, including at senior level. Political sensitivity and discretion are essential.

Equal Opportunities

The Council is committed to ensuring equality of opportunity and to the principle that employees should be entitled to work in an environment free from intimidation or harassment.

All employees have a responsibility not only for their own behaviour, but also for the behaviour of others regarding equality of opportunity. Any act of discrimination must be avoided, and any incidents reported accordingly.

Author: Claire Felton, Assistant Director of Legal, Democratic and Procurement Services

The Job Description has been agreed by: -	
Job Holder:	Date:

Manager:	Date:

Person Specification

Post Title : Democratic Services Officer	Post Number :
Department: Legal, Democratic and Procurement Services	Grade: Grade 7 (scp 25-30)

This form sets the standard for the person needed for this job, and also suggests the questions to be asked at short listing and interview stages. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

	<i>REQUIREMENTS</i>	ESSENTIAL (E) OR DESIRABLE (D)	<i>MEASUREMENT</i> (SEE BELOW)
Experience	<input type="checkbox"/> Experience of production of analytical reports, based on detailed research. <input type="checkbox"/> Experience of local government <input type="checkbox"/> Experience of committee administration	E D D	1, 3 1, 3 1,3
Skills Required	<input type="checkbox"/> Well-developed analytical and organisational skills <input type="checkbox"/> Clear and concise communication skills. Excellent command of spoken and written English. <input type="checkbox"/> Project Management Skills - Ability to plan and manage personal workload, and meet deadlines <input type="checkbox"/> Ability to be flexible / adaptable and work as part of a team <input type="checkbox"/> Ability to work with a minimum of supervision and use initiative	E E E E D	1,3 1,2, 3 1, 3 1, 3 1, 3

	<input type="checkbox"/> Computer literacy and ability in the use and application of Microsoft Office products and Microsoft Teams <input type="checkbox"/> A developed sense of political sensitivity. <input type="checkbox"/> Knowledge of Modern.gov electronic committee management system / web publishing.	E D D	1,2, 3 1, 3 1, 3
Knowledge Base	<input type="checkbox"/> An understanding of democratic processes within local government	D	1, 3
Qualifications / Training	<input type="checkbox"/> Education to Degree level or equivalent (with preference for Degree in a relevant public policy area) (Relevant experience will be weighed against any shortfall in the above) <input type="checkbox"/> Willingness to undertake any necessary training	D D	1, 4 1, 3
Attitude / Motivation	<input type="checkbox"/> Highly self motivated <input type="checkbox"/> Tactful and diplomatic <input type="checkbox"/> Confident <input type="checkbox"/> Good interpersonal skills <input type="checkbox"/> Conscientious and diligent <input type="checkbox"/> Ability to work under pressure when required	D D D D D D	} } } } } } 1, 3
Other Requirement	<input type="checkbox"/> Flexibility to attend evening meetings	E	1, 3
Other	Ability to travel independently across the county	D	1, 3

MEASUREMENT	1. from application form	2. By test after short listing	3. Probing at interview	4. Documentary evidence	5. Other (Please specify)
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