

DEMOCRATIC ADVISOR

Role Profile



Title	Democratic Advisor	
Grade	GRADE E	
Reference:	N213n	
Reports to:	Senior Governance Advisor	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	Ensure that the Chair and all Members are appropriately supported in the delivery of their duties and responsibilities, and that democratic, procedural and legislative advice is available to both Members and the public.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> Provide general support to the democratic process, including to statutory and non-statutory committees, governance bodies and partnerships, liaising with Members, the Chief Executive, senior staff and external organisations as necessary. (40%) Ensure that formal and informal meetings of Elected Members are planned and managed to deliver agreed outcomes, and that appropriate records are kept that reflect those outcomes. (35%) Assist with the preparation of work programmes to ensure appropriate planning of decisions and other democratic activity. (25%) 	Role measures <ul style="list-style-type: none"> The Council's constitutional standards are upheld. Members feel appropriately supported in their work.
Key activities	<ul style="list-style-type: none"> Preparation and circulation of decisions, work programmes, agendas and documentation in line with legal timescales, reporting any breaches to the Monitoring Officer. (10%) Advice and support for Members in undertaking ward related work and engagement with citizens and stakeholders. (20%) 	

	<ul style="list-style-type: none"> ▪ Attendance at Committees, Sub-Committees, Portfolio Holders' meetings and Scrutiny Committees; advising on the constitution as necessary; recording decisions and ensuring outcomes of meetings are recorded appropriately. (5%) ▪ Preparation and maintenance of reports, papers and statistical information, including assisting Scrutiny Chairs in compiling outcome reports. (5%) ▪ Obtain and collate information and data arising from scrutiny issues and tasks; co-ordinate, collate and analyse information for presentation to Overview and Scrutiny Committees. (10%) ▪ Summon and schedule the attendance of witnesses at meetings. (5%) ▪ Assist with social events and with the training of new/junior staff. (5%) ▪ Liaise with internal and external representatives (often at a high level) to ensure actions are taken by the appropriate person, enabling Councillors to achieve their aims and objectives. (15%) ▪ Ensure that colleagues both within the Council and from partner organisations play an appropriate role in supporting the democratic process. (10%) ▪ Ensure that Members' learning, support and development needs are identified and addressed with colleagues. (10%) ▪ Undertake other duties as directed and commensurate with the grading of the role. (5%)
Essential qualifications/knowledge	<ul style="list-style-type: none"> ▪ Minimum GCSE (Grade A* - C) or equivalent in Maths and English. ▪ 'A' level, an intermediate ICSA or similar local government qualification. ▪ Understanding of the New Ethical Framework relating to conduct and stand.
Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ Experience in dealing with senior Council Members. ▪ Experience of local government committee work.
Essential experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of working in local government with a good working knowledge of local government and partnership democratic and governance processes.
Desirable experience	<ul style="list-style-type: none"> ▪ Experience in dealing with senior Council Members. ▪ Experience of local government committee work.
Essential skills	<ul style="list-style-type: none"> ▪ Knowledge of Microsoft Office software for databases, spreadsheets and email, and of undertaking research and presenting information including the use of electronic presentations. ▪ Specialist keyboard skills required to type accurate, clear and concise minutes, reports and records of meetings in order to record and distribute minutes and actions instantly. ▪ Well-developed interpersonal and communication skills are required to advise and guide on correct procedures as well as the Council's constitution and for exchanging complicated or sensitive information with a range of audiences such as elected Members, members of the

	<p>public and PCC staff, both orally and in writing. The postholder will also be required to maintain good working relationships with Council members, staff, officers, etc.</p> <ul style="list-style-type: none">▪ Problem-solving skills are required to analyse information and situations and to find solutions to varied problems, for example committee attendance.
Corporate standards <ul style="list-style-type: none">▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.	