JOB DESCRIPTION

Job Title:	Democratic Services Team Leader		**Grade:** 10
Directorate:	Chief Executive	**Service:**	Legal & Governance
Post No:	MESTM01	**Date of Issue:**	January 2023
Responsible to:	Head of Legal & Governance Services		
Responsible for:	Member & Executive Support Team Officers/Assistants		
Politically Restricted:	Yes		

Job Purpose

To manage the delivery of the Council's civic functions, decision-making structures and processes, provision of support to Members and the administrative needs of the Council's Executive Management Team, corporate core and the Legal & Governance Service.

Main Responsibilities

1. To be responsible for the day to day management of the Member & Executive Support Team including staffing costs and the procurement of goods and services in accordance with good accounting practice and the Council's contract and finance procedure rules.

2. To pro-actively manage and develop Member & Executive Support Team staff ensuring that they are respected, empowered, enabled and professionally satisfied; that they understand the team and council's goals and are able to work together with colleagues and partners to thrive in their roles, perform well and get things done.

3. To act as the Information Asset Owner for all Information Assets held or managed by the Member & Executive Support Team, working with the Solutions Team Manager to ensure that all relevant information is treated and exploited appropriately at all times in accordance with the relevant law, guidance and protocols.

4. In respect of decision-making structures and processes:-

a) Ensure the full and effective use of digital and technical solutions, including the Mod.Gov application, to deliver modern and efficient democratic services that plans business effectively and generates all of the necessary information needed for Member meetings and decision-making in accordance with legal and best practice requirements.

b) Ensure the smooth functioning of Member meetings and decision-making through the effective planning for and servicing of the same including (but not limited to) arranging meeting dates and venues and assisting Members, Officers and the public with the application of procedure rules, conventions, protocols and the conduct of meetings generally.

c) Prepare and contribute to reports.

d) Ensure Member appointments are made to Council and outside bodies in accordance with statutory requirements and best practice.

e) Support the Independent Members' Remuneration Panel arrangements and processes.

f) Co-ordinate the Scrutiny function.

g) Work with the Head of Legal & Governance to ensure the Council's constitution remains up-to-date so that it meets statutory requirements and best practice.

5. In respect of supporting Members, to ensure easy access (in person, by telephone and through electronic resources) to the support they need to carry out their borough council roles including (but not limited to):-

a) Training & Development.

b) Basic ICT support.

c) Registering and declaring interests, gifts and hospitality.

d) Appropriate ad-hoc administrative support.

e) General advice and assistance, sign posting to other departments or organisations as appropriate.

6. In respect of civic functions, to provide support, advice and assistance in respect of (but not limited to):-

a) The co-ordination and delivery of Mayoral engagements and civic events

b) Civic and Mayoral regalia

c) Liaison and co-ordination with the Staffordshire Lord Lieutenancy

d) Honourary Aldermen, Borough Freedoms and Burgesses

e) Mace-bearers, Chaplains, Sergeants, Constables, Cadets and other Mayoral staff and appointments

7. In respect of the administrative needs of the Council's Executive Management Team, corporate core and the Legal & Governance Service, ensuring the effective servicing of needs including (but not limited to):-

   a) Personal assistant/secretarial support to the Leader and Deputy Leader of the Council, Executive Management Team and Heads of Service to include assistance with meeting administration, managing diaries, correspondence, action lists/logs and other general administrative support tasks.

   b) Administering/operating appropriate ICT systems used by the Legal & Governance Service.

   c) Ensuring a timely supply of office supplies, equipment and stationary is available.

   d) Administering financial processes under the direction of the Executive Management Team and Heads of Service including raising purchase order numbers, placing orders, receipting and arranging for the payment of invoices.

Special Conditions

8. The post requires a high level of flexibility and regular work outside usual office hours will be necessary

9. This is a politically restricted post under the Local Government and Housing Act 1989.

Occasional Responsibilities

10. To undertake a role in relation to the Council's civil contingencies responsibilities as needed.

Service Responsibilities

11. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety Policy and Procedures as they relate to the duties and responsibilities of the post.

12. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.

13. To maintain awareness of risks and incorporate these into the formal risk management process, appropriately controlling the risks inherent in your role and reporting any risk concerns to your manager.

14. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.

15. To be aware of and adhere to the Council's Equal Opportunities Policy.

16. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post. To ensure that confidential and sensitive data is held securely and that personal data is obtained, processed and disclosed only in accordance with the relevant legislation, guidance and protocols.

17. To contribute to any internal and external audit programmes and be responsible for the implementation of agreed audit recommendations.

18. To be aware of and adhere to the Council's safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

19. To undertake any other duties as may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the equality legislation).

Note:-

This job description is not exhaustive and provides an indication of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration.

The job description may be changed to meet changing circumstances and does not form part of your Contract of Employment.