Job Title:	Democratic Services Officer		**Grade:** 8
Directorate:	Chief Executive	**Service:**	Legal & Governance
Post No:	MESTM01	**Date of Issue:**	October 2026
Responsible to:	Democratic Services Team Leader		
Responsible for:			
Politically Restricted:	Yes		

Job Purpose

To provide effective and efficient support to the council, council committees, working groups, partnership and senior officer decision making structures and processes and consultative forums. To assist with the delivery of the Council's civic functions, decision-making structures and processes, the 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 provide effective and efficient support to the council, council committees, working groups, partnership and senior officer decision making structures and processes and consultative forums; such support to include the arranging and clerking of meetings, provision of and writing of minutes, support during meetings including assisting Members, Officers and the public with the application of procedure rules, conventions, protocols and the conduct of meetings generally; in accordance with statutory and constitutional requirements; and including such occasional evening and weekend work as may be required.

2. To provide, under the leadership of the Democratic Services Team Leader, support for and assistance to the Mayor and Deputy Mayor including advising on procedure and etiquette, arranging Civic Functions including the Mayors Ball, dealing with mayoral correspondence and enquiries and administration of the Mayors Charity Fund.

3. To assist in maintaining effective relationships with national and regional bodies and other local authorities on the Mayoralty's or the Council's behalf; including

4. To provide general support of a non-political nature to Members including in the provision and organisation of member training and development, working with other officers and external providers as required to ensure the provision of training for members sitting on Licensing, Planning, Audit and Standards, Public Protection and Appointments Committees and any other such forums

5. To assist the Democratic Service Team Leader in his duties as required including

i. the administration of the Member Allowances Scheme and Member Subsistence

ii. member appointment to outside bodies and any administration required

iii. maintenance of the Member and Senior Officer Registers of Interests, Register of Gifts and Hospitality,

iv. coordination of the Scrutiny function

v. updating of the constitution

vi. maintenance of the relevant webpages on the council website

vii. support to the Independent Remuneration Panel

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- including maintaining the Mayor's diary, and civic events

    b. Civic and Mayoral regalia

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

    d. Honorary Aldermen, Borough Freedoms and Burgesses

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

7. 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.

    d. Appropriate ad-hoc administrative support.

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

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.