**Job Description**

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| **Job Title:**  Democratic Services and Administration Officer | **Grade**: (SCP 18 – 22) £24,982 – £27,041 |
| **Responsible to following manager:**  Town Clerk | **Responsible for following staff:**  None |
| **Location:**  Northampton Guildhall | **Hours:**  Full time 37 hours |
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**Working for Northampton Town Council**

Northampton is a vibrant and diverse town and this is an exciting opportunity to join a brand new council and play a key role in shaping the democratic side of the council. You will be advising councillors attending meetings and implementing decisions. You will have the opportunity to develop the role and help shape the council.

In return you will get:

* Generous holiday entitlement (25 days going up to 30 after 5 years service) plus bank holidays
* Access to the Local Government Pension Scheme
* Training to support you in your role and develop your career
* Chance to help direct and evolve a brand new council
* Opportunity to work in the historic Guildhall

Northampton Town Council is the largest parish council by population in England and has ambitions to provide high quality services for the community. All officers are central to the growth of the Council and the delivery of the strategic plan that we are beginning to draft.

**Job Purpose**

The Council operates a committee and sub-committee structure and this role will help facilitate and support these meetings.

To service council democratic processes, principally decision-making arrangements involving elected Members; this includes servicing a range of meetings (committees, sub-committees, working parties, etc.) and where appropriate delegated decision mechanisms. The role embraces providing reliable advice and support to Members and others as necessary to ensure that all procedures conform to the requirements of relevant legislation and the Council’s Standing Orders and Financial Regulations.

To provide administration support to all officers, principally the sourcing and procurement of office supplies and other goods and services as required.

**Specific Duties and Responsibilities**

* Attendance at meetings of the Council, committees, sub-committees and other bodies, and advises on their powers, terms of reference and the interpretation of Standing Orders and relevant legislation.
* Draft and prepare agendas, decisions sheets, minutes, reports and associated correspondence for all Council meetings, Committees, Sub-Committees and working groups as required.
* Ensures that reports submitted by officers and Members are consistent with corporate guidelines and support robust and reliable decision-making by the Council.
* Supports the work and role of councillors through relevant administrative processes (e.g. registration of interests, contact sheets etc) and provides appropriate advice to them.
* Maintains knowledge of relevant legislation and guidance in order to ensure that all relevant documentation and formal procedures comply with statutory requirements and to be able to implement new procedures, as necessary.
* Keeps under review practices and procedures relating to the duties of the post with a view to streamlining activities, including, where appropriate, by the application of new technology.
* To support ways of working that ensure residents and stakeholders are actively engaged and are able to influence decision making.
* To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.
* Sourcing and procuring of goods and services for the Town Council in compliance with our internal processes, Standing Orders and Financial Regulations.
* Preparation of the Planning Committee agenda and submission of comments to the planning authority.
* To provide administration support to the Town Clerk and Assistant Town Clerk when required.
* To undertake any training identified as part of the role and as part of continuing professional development.

**General Duties and Responsibilities**

* To contribute to the development and improvement of the services of Northampton Town Council.
* To comply with relevant internal processes and external guidelines including the Code of Conduct and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* Assist with senior officers as they develop and administer the Council’s grant schemes

**Additional Information**

Ability to attend evening meetings – the postholder will be expected to attend evening meetings and may be required to provide cover for others, occasionally at short notice. The post holder will be able to claim overtime or time off in lieu (TOIL) to compensate for this.

**Person Specification**

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**Our Values and Behaviors**

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* taking a team approach that values collaboration and partnership working
* contributing to the overall aims of the Town Council as it looks to take on and develop its own services
* working with our residents, partners and stakeholders in promoting Northampton as a great place to live, work and visit
* always looking for best value in the services and goods we procure and where possible using local suppliers and contractors

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| **Person Specification Requirements** |  |
| **Knowledge** | |
| **At entry level**  General knowledge of the public sector and local government issues and committee procedures. | Essential |
| A sound knowledge of relevant local government legislation and its application to the decision-making process. | Desired |
| Working knowledge of ModGov or another committee management system. | Desired |
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| **Experience** | |
| Demonstrable proficiency and practical knowledge of committee management | Essential |
| Demonstrable track record of strong performance in the role with responsibility for decision-making committees subject to formal procedures. | Desirable |
| **Skills** | |
| Ability to work as part of a team, exchanging ideas and providing support to colleagues to ensure that team and service objectives are met. | Essential |
| Ability to write clearly and concisely, particularly minutes of meetings and reports to Committees. | Essential |
| Ability to communicate orally and speak with confidence so that clear messages are conveyed to a wide range of listeners (these include people at all levels, both within and outside the Council such as Members, other staff and members of the public. | Essential |
| Ability to demonstrate competence in the use of PC based office systems, particularly word processing. | Essential |
| Ability to self-motivate, work well under pressure and to prioritise a variety of tasks and conflicting demands. | Essential |
| Ability to explain the Constitutional provisions (Standing Orders, Financial Regulations) in relation to meetings and the obligations of Members. | Desirable |
| Ability to manage a wide variety of different types of meetings e.g. formal, informal, and partnerships. | Desirable |
| Ability to work with councillors, colleagues and external organisations to foster good working relationships at all levels. | Desirable |

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| **Qualifications** | |
| A degree or equivalent and/or experience in a government/local government environment | Essential |
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