



Job Title:	Democratic and Civic Officer
Reporting to:	Democratic Services Manager
Contract:	Permanent
Hours:	37 hours per week
Salary:	£21,166 to £23,836 National Joint Council, Spinal Column Points SCP 12 to 17
Responsible for:	Macebearer, Deputy Macebearer and Town Crier

PURPOSE OF ROLE

To be responsible to the Democratic Services Manager for the management of meetings in accordance with Standing Orders and for the preparation of agendas, papers and minutes as appropriate. To provide secretarial support in managing the day to day co-ordination of the Mayor's / Deputy Mayor's diary in relation to the delivery of their civic duties. To organise the calendar of municipal civic events ensuring that they comply with legislation and health and safety requirements. To provide effective and proactive administrative and organisational support for all civic activities and democratic processes. To deputise for the Democratic Services Manager as required to cover any absence and / or holidays.

RESPONSIBILITIES INCLUDE:-

1. MAYORAL

- 1.1 To take responsibility for the provision of a comprehensive administrative support service to the Mayor and Deputy Mayor in relation to the delivery of their civic duties.
- 1.2 To administer and maintain all calendar bookings and diaries and prepare a weekly list of engagements and meetings on behalf of the Mayor and Deputy Mayor.
- 1.3 To ensure all necessary arrangements are in place for the Mayor and Deputy Mayor to fulfil their engagements, by way of travel , dress, refreshments, providing instructions to staff / honorary posts and in conjunction with the Marketing and Communications Manager contacting the press, where appropriate.
- 1.4 To be a signatory on and undertake day to day financial administration of the Mayor's Fund, including processing payments, contributions and donations and producing reports on the fund to the Mayor as necessary.
- 1.5 To maintain inventories, as appropriate of all civic gifts / mementoes, both given and received by the Mayor and Deputy Mayor, during their terms of office.
- 1.6 To provide administrative support to the Mayor for their annual event to raise funds for their chosen Mayoral charity.

2. CIVIC EVENTS

- 2.1 To be responsible for managing the civic and ceremonial budget including preparation and signing off purchase orders or petty cash limits up to an agreed limit.



- 2.2 To be the Lead Officer responsible for organising and co-ordinating all civic events that take place each municipal year. These include the Annual Twinning Visit, Civic Sunday, Commonwealth Day, Mayors Investiture, Merchant Navy Day and Remembrance Day and possibly others that may arise.
- 2.3 To be responsible for ensuring that the Council is legally compliant to all pre event planning activities, health and safety, risk assessments, co-ordination with the statutory authorities and have such licences or road closures in place where required.
- 2.4 To liaise with officers across the Council on the planning and organisation of all civic events, involving the Mayor, Deputy Mayor, senior Councillors and / or other dignitaries. Providing advice on protocol and the Council's requirements regarding the organisation of events.
- 2.6 To be responsible for the safe keeping of the Chains of Office, robes and the Mace and provide advice on the appropriate 'dress code' for particular civic duties, and whether Chains of Office should be worn.
- 2.7 To co-ordinate the Macebearer / Deputy Macebearer and Town Crier civic engagement activities keeping them fully informed of forthcoming events and appointments, providing background information, notes and written speeches for them as well as the Mayor and Deputy Mayor when requested.

3. COMMITTEE SERVICES

- 3.1 To take responsibility for particular committees as determined by the Democratic Services Manager.
- 3.2 To co-ordinate, prepare and publish agendas, attend meetings, compile minutes and reports in accordance with council procedures.
- 3.3 To provide support services for Council Officers, Council Committees, decision making bodies and working groups as requested.
- 3.4 To ensure that venues, rooms, equipment and refreshments are booked in advance for all council, committee, sub-committee meetings and working parties.
- 3.5 To manage the 'Calendar of Meetings' ensuring that the calendar is kept up to date, circulated to Councillors and staff and readily available by submitting any changes to the Marketing and Communications Manager for inclusion on the website.
- 3.6 To act as Lead Officer for the Civic Matters Sub-Committee, preparing and submitting agendas, minutes and reports where necessary, providing specialist technical advice on Civic Matters such as protocol; dealing with any correspondence or actions arising. To liaise with the Mayor and prepare and implement a forward programme of civic and associated activities reporting regularly.

4. ADMINISTRATION

- 4.1 To assist the Democratic Services Manager in the administration and delivery of the town council's policy and procedures, ensuring they are regularly reviewed, updated and adopted by Council in a timely manner.
- 4.2 To assist the Democratic Services Manager in the administration and responses to any requests received via the Freedom of Information Act ensuring that the Council is legally compliant at all times.



- 4.3 To assist the Democratic Services Manager in the organisation of all elections and administration of keeping up to date the 'Register of Members Interest', gifts and hospitality records ensuring Councillors comply with their legal duties as well as providing support for the Councillor 'induction process' as required.
- 4.4 To manage daily incoming correspondence, letters, emails, and phone calls as well as meetings in person, as required ensuring matters are dealt with in a timely and efficient manner according to priority.
- 4.5 To liaise on a regularly basis with the Marketing and Communications Manager on the development and design of appropriate publicity and information material available for use in the Councils' civic activities and council meetings.
- 4.6 To work collaboratively and maintain a good working relationship with officers, Councillors and town stakeholders in the achievement of the Councils' corporate strategic objectives and priorities.
- 4.7 To participate in any performance review processes and undertake training and development in support of your role, as required and to attend staff meetings as required in connection with the duties of your post.
- 4.8 To be able to work flexible and unsociable hours, committed to equal opportunities and Health & Safety at work.
- 4.7 To undertake such other duties as may be reasonably required to support the operational needs of the Council.

PERSON SPECIFICATION

Qualifications and Knowledge

- Relevant experience of working in a local authority or other public sector organisation including the organisation and administration of meetings.
- High level of numeracy and literacy - preferably educated to A Level or equivalent

Essential Skills and Experience

- Ability to work closely with Councillors and Officers on confidential matters
- Ability to draft clearly and concisely with attention to detail
- Thorough knowledge and expertise of the Council's Constitution and Civic Matters Protocol
- Clear written and verbal communications skills
- Good team worker, but also able to work on own initiative
- Can work calm and effectively under pressure, able to prioritise own workload and operate with limited supervision to tight deadlines
- Good knowledge of MS Word, Excel and Outlook

Personal Qualities and Attributes

- Must understand the importance of confidentiality and the principles of data protection
- Positive attitude and self-motivated with effective organisational skills
- Able to deal with a range of people in a professional and courteous manner