



DEMOCRATIC SERVICES OFFICER

23 hours per week
Monday to Friday 10am to 2pm
***Monday evening meetings 6pm to 9pm**
Salary of £18,513 per annum

Closing date for applications: **Sunday 25 September 2022**

Interviews are scheduled for: **Monday 3 October 2022**

Located in south-eastern Buckinghamshire and the largest town in the Chiltern District, Chesham lies in a steep-sided valley 28 miles north-west of London. Assimilating the old and the new, Chesham is a successful combination of market town, industrial centre, commuter dormitory and bustling community.

We are seeking a Democratic Services Officer who will be the first point of contact for councillors and will provide support to the Chief Executive Officer in the delivery of the democratic services function of Chesham Town Council. You will be at the forefront of ensuring official Council evening meetings, *typical one per week, run smoothly and are documented as required by law. You will also be our lead communications officer for the Council, ensuring our web site is up to date, posting on our social media and providing local media with our latest news.

The ideal candidate will have previous experience of:

- Responding to enquiries from elected members
- Producing agenda papers and packs
- Undertaking minutes of meetings
- Updating web sites and social media
- Keeping registers, policies, procedures, and records up to date

The successful candidate will be a team player with strong organisational and communication skills (both verbal and written), the ability to manage a varied workload to deadlines and well-developed ICT skills. Experience of working in local government committee or democratic services related work is desirable but not essential. You must possess sound judgement, attention to detail and political sensitivity.

In addition to working within a great team we offer the following benefits:

- Local government pay grade rise each year subject to satisfactory performance
- Local Government Pension Scheme
- Reimbursement of professional fees
- Comprehensive development and training
- Discounted membership at Chesham Moor Gym and Swim

For an informal discussion, please contact Tony Marmo, Chesham Town Council Chief Executive Officer, on 07435 513 715.

For full details and to apply visit www.chesham.gov.uk



Job Title:	Democratic Services Officer
Grade (SCP):	LC2.2 (24 to 28)
Hours per week	23 hours
Responsible To:	Chief Executive Officer
Last Reviewed:	12 September 2022

Job Purpose

To provide administrative support to the Chief Executive Officer (CEO) in the delivery of Chesham Town Council (CTC):

- a) official meetings (Council, Committee and Working Groups)
- b) media and communications messaging
- c) various policy documents and registers

Principal Duties & Responsibilities:

To create and maintain the calendar of official CTC meetings and ensure invites have been sent to councillors and relevant officers for each meeting.

To maintain a forward plan for each official CTC meeting to ensure agendas are planned in advance, for the year ahead.

To maintain an action tracker for each official CTC meeting to ensure actions have been completed by officers after resolutions have been approved.

To establish with the meeting Chair and Chief Executive Officer the final agenda, and report authors for each official CTC meeting eleven working days prior to the meeting.

To ensure reports by authors have been completed within the timescales required to allow the CEO to approve the agenda pack for each official CTC meeting.

To ensure an agenda pack and notice of meeting has been produced and published five working days prior to the date for each official CTC meeting.

To attend each official CTC meeting to record the key discussions and decisions made, through the production of minutes of the meeting (produced within five working days of the meeting).

To ensure the CTC register of councillor appointments to committees, outside bodies and charitable bodies is kept up to date.

To ensure the CTC register of interests is kept up to date, with a reminder sent to councillors annually to review their entry in the register.

To ensure CTC standing orders and financial regulations have been reviewed by the CEO and RFO, and that they have been updated at the first Council meeting of the municipal year.

To manage the CTC web site, including publishing all documents related to each official CTC meeting, all news releases and all information required by CTC officers and councillors.

To produce news releases on behalf of CTC and ensure they have been posted on the Council's web site and social media, as well as released to local media outlets.

To maintain a register of the Council's consultations and surveys, providing support to officers, councillors, and partners by posting their surveys on to the Councils official system.

To support the CEO in ensuring policy reviews have been completed.

Further:

The post holder is required to adhere to the Councils health and safety, data protection and equalities policies. The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the Councils customers.

Personal Specification:

Qualifications:

- Educated to degree level or experience in a similar role requiring excellence literacy skills.
- Commitment to continuous professional development.

Knowledge

- Local government structures and legal framework
- Administrative procedures and processes related to democratic services

Experience

- Working in a local government organisation in a democratic services function
- Working with elected members and a mayor
- Working with Council officers from across a range of disciplines
- Working with community stakeholders and partners
- Using office-based software applications
- Updating web sites
- Using social media

Skills

- Ability to show political sensitivity and neutrality in the delivery of the role
- Ability to manage your time and prioritise work
- Ability to use own initiative and problem solve
- Ability to be clear and concise, both verbally and writing
- Ability to pay attention to detail
- Ability to produce accurate documents, particular minutes of meetings.
- Ability to use Microsoft Office suite of products and other such systems.

Personal Attributes

- Demonstrates commitment, enthusiasm, and self-motivation
- Demonstrates a professional and friendly demeanour