PENZANCE COUNCIL

JOB DESCRIPTION

ASSISTANT DEMOCRATIC SERVICES OFFICER

SCP 15 – 18 (£31,015 – £32,578) (PRO RATA)

Responsible to: Democratic Services and Governance Manager

Responsible for: N/A

Overall Purpose of the Role:

To assist with the Council's democratic and governance processes, ensuring compliance with legislation and policies. Ensure the efficient conduct of a range of informal Council meetings and deputise for the Democratic Services and Governance Manager at formal meetings of the Council. Assist the Council in its role as a statutory consultee in planning matters. Provide high quality support to elected Members.

Administration

- **Governance -** Administer the Council's democratic processes, assisting in maintaining compliance with local government legislation and Council policies.

- **Regulatory –** Maintain familiarity with the Council's standing orders, policies, governance documents and procedures in line with national and local requirements and assist in their regular review. Provide advice to Councillors and officers as and when required.

- **Meetings -** Ensure the efficient and effective conduct of the informal meetings of the Council and its Working Groups and a diverse range of other informal meetings. Deputise for the Democratic Services and Governance Manager at the formal meetings of the Council. Prepare and present reports and create agendas. Provide meeting notes. Produce, and where appropriate, carry out follow up actions.

- **Member Support** – To provide a comprehensive package of support to the elected Members as and when necessary, including the Mayor, Deputy Mayor, Civic Deputies and wider membership. Such support may be administrative, IT support, advisory and so on.

- **Calendar of Meetings** – Assist in the creation of the Council's Annual Calendar of Meetings.

- **Appointments** – Assist with the formal aspects of the Council's annual Mayor choosing ceremony, annual appointments to committees, changes to the terms of reference of committees and annual appointments to outside organisations.

- **Honorary Freemen** – Assist in the various processes for conferring the honorary freedom of Penzance upon deserving residents, including the appointment of, and liaison with, contractors creating the freedom scrolls and the updates to the roll of honorary freemen, proofing the documents as necessary.

Advisory

- **Meetings -** Attend a variety of meetings to advise Councillors and officers on matters which fall within purview of Democratic Services and Governance, such as report writing, the submission of motions and decision making routes and processes.

- **Procedural -** Provide advice to the Council and its officers on standing orders and civic and ceremonial protocol in line with historical precedent and traditions (both national and local).

- **Research** - Undertaking research and analysis on behalf of the Council and the Democratic Services and Governance Manager, recommending courses of action in line with any potential implications and reporting back to the appropriate body as necessary.

Planning

- **Assistance and Deputisation** – Assist with, and deputise for, the Democratic Services and Governance Manager in all planning matters, attending the Planning Committee meetings as necessary and administering the meetings when required.

- **Administration** – Assist with the processing and updating of planning lists for the Planning Committee agenda**,** ensuring timely communication of decisions to the Local Planning Authority**.**

- **Knowledge and expertise** - Maintain a working knowledge of national and local planning policy to advise the public and Council Members in order to inform their decision making.

Additional Duties

- Actively participate in Continuing Personal Development on an on-going basis to keep professional knowledge up to date.

- Actively participate in the Council's Personal Development Review process.

- Attend events and meetings outside of office hours.

- Undertake any other duties, which are required in support of the work of Penzance Council