

# Job Description and Person Specification

## Governance Services Officer

Job Details	
Grade	6
Service	Law, Governance and Safer Communities
Location	Council House
Job Evaluation Code	P1448D

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To support the Council's decision-making framework and encourage participation in decision making.</p> <p>To ensure the highest standards of governance and compliance through transparent, accountable and responsive decision making.</p> <p>To provide high quality support for Council meetings and procedural, legal and constitutional advice to officers and Councillors.</p>

<b>Key Responsibilities and Accountabilities</b>
Providing high quality support for council meetings, ensuring the highest standards of governance are applied to the team's work, and providing procedural, legal and constitutional advice to officers and Councillors.
Servicing meetings of the Council, quasi-judicial bodies and partnership bodies, including Cabinet, Council and Scrutiny bodies. Be responsible for taking notes at meetings and processing questions, petitions, and other procedural information.
Preparing agendas, briefings and minutes to support these meetings on time, carrying out quality checks on these and other reports.
Supporting the delivery of elements of the Scrutiny Work Programme, assisting the Chairs, Board Members and Scrutiny Co-ordinator in carrying out scrutiny review work.
Preparing briefing papers and reports for Chairs, Vice Chairs and other senior Councillors as directed by the Governance Services Co-ordinators.
Assisting in monitoring and promoting good practice in governance across the Council and promoting public participation in decision making.
Developing an understanding of customer needs and expectation, best practice and emerging trends, carrying out research, customer survey work, benchmarking and analysis and networking with peers and stakeholders as appropriate.
Taking an active role in using and adapting systems and processes, especially digital systems, to increase productivity, expand services available to customers and improve service quality.
Championing awareness of corporate governance processes, devise and assist in the delivery of training sessions for Councillors and officers.
Helping to identify the job holder's own training and development needs and look for opportunities to meet these needs. Assist in the identification of the personal development needs of team members and contribute to that development through effective training and coaching.
Helping ensure that Governance Services information on the Coventry City Council internet and intranet is up-to-date and readily accessible.
Liaising with officers and Councillors as required, exercising discretion and political sensitivity.
Keeping the Governance Services and Scrutiny Co-ordinators informed of any matters which are politically sensitive, or relate to the member Code of Conduct, or are significant service delivery problems or opportunities.

Key Relationships			
External:	Partner organisations in the public, private and third sectors; local residents; colleagues in other local authorities	Internal: Councillors and employees in services across the City Council	

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• Carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>• Attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• Any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	A local authority's management and political management structures and the roles of Councillors
Knowledge	The functions of local government and the current challenges
Knowledge	Good knowledge and understanding of governance processes (including Constitutions, model Code of Conduct) and the issues affecting local government in this area
Knowledge	Good knowledge of democratic engagement issues, initiatives and best practice
Skills And Ability	Produces clear and well-structured written work, including reports and letters/notes
Skills And Ability	Good level of political awareness, being able to deal with Councillor issues sensitively

Skills And Ability	Develops productive relationships: able to work with people and groups across a variety of levels in the organisation
	Able to use IT and digital applications effectively
	Able to work well in a team, demonstrating commitment to colleagues, team objectives and collaborative working
	Able to present reports to officers and Councillors
	Able to work to tight and legal deadlines managing changing and conflicting demands.
	Able to prioritise own workload
	Able to analyse and evaluate complex information, producing key messages and conclusions as to its impact on the service
	Financially aware, able to monitor expenditure and demonstrate value for money
	Able to identify team member's development needs and provide appropriate training and coaching
Experience	Experience of working in a local government or comparable organisation for at least 2 years
Experience	Experience of working in a governance function
Experience	Experience of working in a politically sensitive environment and working with Councillors
Qualification	NVQ3 or equivalent qualification or work experience
	Evidence of continuous professional development within Democratic Services such as NVQ
Special Requirements	<p>Under Part 1 of the Local Government and Housing Act 1989, the occupant of this post is restricted from holding political office such as serving as a member of a local authority, an officer of a political party or a Member of Parliament. In addition, the post holder is also precluded from certain other activities such as speaking or writing publicly on matters of party political controversy.</p> <p>This post occasionally requires evening working. Time off in lieu is given for this.</p>

**Disclosure and Barring Service (DBS)**

Does the role require a DBS check? <a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Adrian West		
Job Title:	Head of Governance	Date:	February 2026