

# Job Description and Person Specification

Job Title: Governance Services Officer



## Job Description

<b>Job Title</b>	Governance Services Officer
<b>Grade</b>	4
<b>Service</b>	Law and Governance
<b>Reports to</b>	Governance Services Co-ordinator
<b>Location</b>	Council House
<b>Job Evaluation Code</b>	A5902



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** 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:



## About the Service your team will provide

### Purpose of the role

To support the Council's decision making framework and encourage participation in decision making.

## Main Duties & Key Accountabilities

### Service Excellence

- 1) Provide high quality support for council meetings, ensuring the highest standards of governance are applied to the team's work, and providing procedural advice to officers and councillors.
- 2) Service 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.
- 3) Under guidance of the Governance Services Co-ordinator, prepare agendas, briefings and minutes to support these meetings on time, carrying out quality checks on these and other reports.
- 4) Assist in producing and updating the Municipal Diary

### Innovation and Challenge

- 5) Assist in monitoring and promoting good practice in governance across the council, and promoting public participation in decision making.
- 6) Assist in using and adapting support systems, especially IT-based systems, to increase productivity, expand services available to customers and improve service quality.

### People and Resources

- 7) To assist with financial processes for the team. Including ordering.
- 8) Contribute to team performance through maintaining a flexible approach to tasks, providing input to continuous improvement and being receptive to change.
- 9) Help to identify the job holder's own training and development needs and look for opportunities to meet these needs.

## **Communication and Influence**

- 10) Liaise with officers and councillors as required, exercising discretion and political sensitivity.
- 11) Help ensure that Governance Services information on the Coventry City Council internet and intranet is up-to-date and readily accessible.
- 12) Keep 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.

## **Risk Management and Business Continuity**

- 13) Assist the Governance Services Co-ordinators in managing risk, keeping business continuity plans and risk assessments up to date.

## **Other**

- 14) To support events and projects within the wider Democratic Services area.
- 15) Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Members of the public External Partners	<b>Internal</b> Elected Councillors Council employees
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder: None**

## Person specification

<b>Job Evaluation Code</b>	A5902
<b>Knowledge</b>	
An awareness of local authority management and political management structures and the roles of councillors	
An awareness of the functions of local government and the current challenges	
An awareness of governance processes (including Constitutions, model Code of Conduct) and the issues affecting local government in this area	
An awareness of democratic engagement issues, initiatives and best practice	
<b>Skills and Abilities</b>	
Under supervision, produces clear and well-structured written work, including reports and letters/notes	
To develop a level of political awareness, being able to deal with councillor issues sensitively	
Support productive relationships: able to work with people and groups across a variety of levels in the organisation	
Able to use technological applications (word processing, spreadsheets, email, internet)	
Able to work well in a team, demonstrating commitment to colleagues, team objectives and collaborative working	
Able to work to tight deadlines.	
With support, to analyse and evaluate information, producing key messages and conclusions as to its impact on the service	
<b>Experience</b>	
Experience of working in a local government or comparable organisation for at least 1 year	
Experience of working in an administrative role	
Experience of dealing with confidential and sensitive information	

<b>Qualifications</b>
NVQ3 or equivalent qualification or work experience
Willingness to undertake further relevant professional qualifications, such as the Association of Democratic Services Officer (ADSO) certificate, or similar
<b>Special Requirements</b>
This post occasionally requires evening working. Time off in lieu is given for this.

<b>Date Created</b>	7 <sup>th</sup> November 2022	<b>Date Reviewed</b>	9 <sup>th</sup> January 2023
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