

Job Description and Person Specification

Role: Scrutiny Co-ordinator



Job Description

Job Title	Scrutiny Co-ordinator
Grade	8
Service	Law and Governance
Reports to	Head of Governance
Location	Council House
Job Evaluation Code	



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 provide comprehensive advice, guidance and support to the Scrutiny function and contribute to the performance improvement of the Council and its partnerships.

Main Duties & Key Accountabilities

Core Knowledge

1. Maintain awareness of all legal requirements and good practice in relation to the role of the scrutiny function and advise the Head of Governance accordingly so that the Council meets all its statutory obligations and the scrutiny function can contribute actively to improved performance.
2. Advise and assist the Scrutiny Co-ordination Committee, the Executive and other stakeholders in overseeing the effective operation of the Scrutiny function, ensuring that there is a clear rationale for the work undertaken, and produce reports as necessary to Cabinet on key policy and performance issues.
3. Advise the Scrutiny Boards in drawing up their work programmes, ensuring that they are integrated with the performance management and decision making frameworks of the Council and its partnerships, and that they reflect issues of key importance and concern to Coventry people.
4. Ensure that the Scrutiny function has appropriate and co-ordinated professional advice and support, and that all discussions are supported by accurate, relevant data and other evidence, and that appropriate training and support is provided for Scrutiny Members.
5. Manage and monitor the overall progress of issues through the scrutiny process, evaluate its contribution to the work of the Council and its partners and produce an annual report for Council on its achievements.
6. Ensure appropriate arrangements are in place for conducting Scrutiny Reviews, providing project and programme management expertise, planning the content of meetings, co-ordinating officer support and advice, commissioning and/or undertaking research and encouraging public participation as appropriate.
7. In consultation with the appropriate Governance Services Team Leaders and Officers, plan, co-ordinate and ensure effective administration of meetings of the Scrutiny Co-ordination Committee and Scrutiny Boards, helping to ensure that deadlines are met.
8. Establish and maintain a good working relationship with Members and officers throughout the council, its partners and partnerships, actively promoting understanding of the role of the scrutiny process in improving and evaluating performance and achieving greater value for money.

9. Support the provision of appropriate training and development opportunities for Members and others engaged in the scrutiny process.
10. Advise on the use of designated budgets, ensuring the optimum use of available funding and the achievement of value for money.
11. Develop standard procedures, protocols and systems for the effective management and evaluation of the scrutiny function which support achievement of its objectives, encouraging innovation and sharing and learning from good practice.
12. Advise on the use of designated budgets, ensuring the optimum use of available funding and the achievement of value for money.
13. Contribute actively to the management, development and work of Governance Services and to deputise for the Head of Governance as required.
14. Undertake any other tasks consistent with the job purpose and grading of this post.

Note: 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, a Member of Parliament or a member of the European 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.

Key relationships

External Partner organisations and members of the public	Internal Councillors, Directors and Heads of Service, colleagues in the Governance Services, Members Services and Facilities Teams
---	---

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

Job Evaluation Code	
Knowledge	
Demonstrable understanding of the role and importance of the scrutiny function in local authorities.	
Knowledge and understanding of statutory requirements and good practice in relation to the scrutiny function.	
Knowledge of current policy issues relating to local government, its key partnerships and community planning.	
Skills and Abilities	
Ability to work as part of a team and maintain constructive working relationships.	
Ability to communicate clearly and concisely both orally and in writing and to make interesting presentations to groups.	
Good interpersonal skills and ability to deal with senior colleagues, elected Members and external contacts, including members of the public.	
Ability to exert a firm but positive influence in meetings.	
Ability to undertake research, analyse written information, numerical data and statistics, and prepare reports which will assist decision making.	
Good planning, project management and organisational skills.	
Ability to work flexibly and demonstrate creativity and imagination.	
Ability to work to tight schedules, to meet deadlines and to prioritise his/her workload without close supervision.	
Ability to use, or learn to use, standard computer software packages.	
Ability to manage, or learn to manage, budgets and maintain financial records.	
Experience	
Experience of successful work with elected Members and senior officers or Board members in a policy development, performance management, research or scrutiny role.	

Qualifications
A first degree or a professional qualification or demonstrable high level of intellectual and analytical skills.
Special Requirements

Date Created	July 2023	Date Reviewed	July 2023
---------------------	-----------	----------------------	-----------

