



Coventry City Council

Job Description

Post:	Governance Services Officer	Job Number:	P1448D
Service:	Law and Governance	Post Number:	1037395
Location:	Council House	Grade:	6

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.

Job Purpose:

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

Main Duties and Responsibilities:

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) Prepare agendas, briefings and minutes to support these meetings on time, with quality checks carrying out quality checks on these and other reports.
- 4) Support the delivery of elements of the Scrutiny Work Programme, assisting the Chairs, Board Members and Scrutiny Co-ordinator in carrying out scrutiny review work.
- 5) Prepare briefing papers and reports for Chairs, Vice Chairs and other senior councillors as directed by the Team Leader.
- 6) Assist in producing the council's Forward Plan each month and assist in updating the Municipal Diary each year.

Innovation and Challenge

- 7) Assist in monitoring and promoting good practice in governance across the council, and promoting public participation in decision making.
- 8) Develop an understanding of customer needs and expectations and best practice and emerging trends, carrying out research, customer survey work, benchmarking and analysis.
- 9) Take an active role in using and adapting support systems, especially IT-based systems, to increase productivity, expand services available to customers and improve service quality.

- 10) Devise and assist in the delivery of training sessions for committee members. Give presentations and lead in delivery of training sessions to councillors and officers.
- 11) Monitor and achieve service delivery targets set within the team plan and in annual appraisal objectives, taking an active role in the establishment of these targets.

People and Resources

- 12) Proactively contribute to team performance through maintaining a flexible approach to tasks, providing input to continuous improvement and being receptive to change.
- 13) Help 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.
- 14) Assist in monitoring expenditure and ensuring value for money.

Communication and Influence

- 15) Liaise with officers and councillors as required, exercising discretion and political sensitivity.
- 16) Provide ad hoc guidance on council decision making processes to newly elected councillors under the "buddying" arrangements.
- 17) Assist in championing awareness of corporate governance processes, including at training courses for officers.
- 18) Help ensure that Governance Services information on the Coventry City Council internet and intranet is up-to-date and readily accessible.
- 19) 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.
- 20) Be aware of emerging best practice and practice elsewhere, networking with peers and other stakeholders as appropriate.

Risk Management and Business Continuity

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

Other

- 22) Work on specific projects and with other teams in Law and Governance across the Council.
- 23) Ensure corporate protocols and policies are followed including customer care and procurement of goods and services.
- 24) Deputise for any Co-ordinator within Governance Services when required.
- 25) Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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

Responsible for: -

Responsible to: Governance Services Co-ordinator

Date Reviewed: 15 April 2015

Updated: 7 January 2022



Coventry City Council

Person Specification

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Service:	Law and Governance	Post Number:	
Location:	Council House	Grade:	6

Area	Description
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Knowledge:	<ul style="list-style-type: none">• A local authority's management and political management structures and the roles of councillors
	<ul style="list-style-type: none">• The functions of local government and the current challenges
	<ul style="list-style-type: none">• Good knowledge and understanding of governance processes (including Constitutions, model Code of Conduct) and the issues affecting local government in this area
	<ul style="list-style-type: none">• Good knowledge of democratic engagement issues, initiatives
	<ul style="list-style-type: none">• and best practice

Skills and Abilities:	<ul style="list-style-type: none">• Produces clear and well-structured written work, including reports and letters/notes
	<ul style="list-style-type: none">• Good level of political awareness, being able to deal with councillor issues sensitively
	<ul style="list-style-type: none">• Develops productive relationships: able to work with people and groups across a variety of levels in the organisation
	<ul style="list-style-type: none">• Able to use technological applications (word processing, spreadsheets, email, internet)
	<ul style="list-style-type: none">• Able to work well in a team, demonstrating commitment to colleagues, team objectives and collaborative working
	<ul style="list-style-type: none">• Able to present reports to officers and councillors
	<ul style="list-style-type: none">• Able to work to tight deadlines managing changing and conflicting demands.
	<ul style="list-style-type: none">• Able to prioritise own workload
	<ul style="list-style-type: none">• Able to analyse and evaluate complex information, producing key messages and conclusions as to its impact on the service
	<ul style="list-style-type: none">• Financially aware, able to monitor expenditure and demonstrate value for money
	<ul style="list-style-type: none">• Able to identify team member's development needs and provide appropriate training and coaching

Experience:	<ul style="list-style-type: none">• Experience of working in a local government or comparable organisation for at least 2 years
	<ul style="list-style-type: none">• Experience of working in a governance function
	<ul style="list-style-type: none">• Experience of working in a politically sensitive environment and working with councillors

Educational:	• NVQ3 or equivalent qualification or work experience
	• Evidence of continuous professional development within Democratic Services such as NVQ
Special Requirements:	• This post occasionally requires evening working. Time off in lieu is given for this

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