

## Senior Governance Officer

- Salary/Grade: £27,245 to £29,770 per annum/Grade 7
- Fixed Term/Perm/Temp/Casual: Permanent
- Hours: 37 hours per week
- Location: The Arc, High Street, Clowne, S43 4JY
- Closing Date: 22<sup>nd</sup> January 2019
- Interview Date: Thursday 31<sup>st</sup> January and Friday 1<sup>st</sup> February 2019

## Job Details and Requirements

The Governance Team is responsible for managing the processes and systems which one would usually associate with a traditional committee services team but also includes Members' IT and training, the ethical framework and corporate support.

The service requires an enthusiastic and motivated individual, committed to excellence in their work and with a passion for the political process. The successful candidate will work at the heart of the authority alongside elected Members, senior officers, parish and town councils and members of the public.

The role will involve management of a small team of support officers delivering corporate support and support to the governance function. In addition this role will include servicing the Council's key Committees (including the Executive and Planning Committee) and managing the Member training programme.

The successful candidate will be a key contact in the Governance Team so will need to be approachable and an excellent communicator, have the ability to solve problems and work under minimal supervision.

They will have extensive knowledge of local authority decision-making together with an ability to approach politically sensitive issues with diplomacy and tact. The ability to use modern IT systems, work to deadlines and produce concise and accurate summaries of sometimes complex issues is a must.

## Contact Details

For an informal discussion please contact Nicola Calver, Governance Manager, (01246) 217753, [nicola.calver@ne-derbyshire.gov.uk](mailto:nicola.calver@ne-derbyshire.gov.uk)

## Application Pack

If you are interested in this post please go to the Jobs page on the BDC website.

Our preferred method of application is online and **CV's will not be accepted.**

Alternatively, if you do not have access to the internet, you can:

- Telephone the BDC Contact Centre on 01246 242424
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application form to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by the advertised closing date.

We are striving for diversity and welcome applications from all sections of the community.

## Job Description

<b>Job title</b>	<i>Senior Governance Officer</i>
<b>Reports to</b>	<i>Governance Manager</i>
<b>Direct reports</b>	<i>Governance Apprentice, Governance Assistants, and Purchasing Officer</i>
<b>Grade</b>	7
<b>Salary range</b>	<i>£27,245 to £29,770 per annum</i>

### Job purpose

To provide a comprehensive democratic service to, and support for elected Members and various managers throughout the organisation.

To support and assist all Members of the Council in understanding and developing their roles and skills.

To provide clear and impartial advice to Members and Senior Management on the Council's Constitution, including the Code of Conduct, and statute/common law relating to the Council's decision making process.

To line manage Governance Assistants, Purchasing Officer and Governance Apprentice.

### Duties and responsibilities

1. To co-ordinate and clerk meetings of the Council, the Cabinet, Committees/Sub-Committees and various Working Groups.
2. To prepare clear and accurate agendas, minutes, decision notices and reports for meetings of the Council, the Cabinet and Committees/Sub-Committees in accordance with the statutory requirements.
3. To work constructively with Scrutiny and to be involved with the Scrutiny review process insofar as it relates to governance issues.
4. To provide clear and impartial advice to Members on their obligations under the Members' Code of Conduct and the ethical framework.
5. To provide clear and impartial advice to the Council, the Cabinet, Committees/Sub-Committees and members and officers, as well as parish and town councils, on all aspects of the Council's Constitution and statute/common law relating to the Council's decision making process.
6. The presentation of reports to the Council, Committees/Sub-Committees in a concise and lucid manner.

7. To assist the Monitoring Officer and Governance Manager in determining strategy and policy development in connection with Member Development and other associated aspects of member support.
8. To give presentations at Member Involvement events on particular aspects of the role of the Governance Team.
9. To assist the Governance Manager in planning, organising and assisting in the co-ordination of all aspects of the work to meet service demands, priorities and objectives set out in the Business Plan, Corporate Plan and other strategic documents.
10. To prepare briefings/presentations for other officers/partner organisations to explain how the Council's decision making process works and to ensure that the appropriate legal procedures are complied with.
11. To assist the Monitoring Officer and Governance Manager in the updating of the Council's Constitution to ensure that it is accurate and accessible to Members, officers and the public.
12. To co-ordinate all aspects of the Council's Member Development function including:
  - Arranging Member Involvement events
  - Preparing and updating the Member Development Strategy and Member Development Training Policy
  - Monitoring and evaluation of the Member Development Programme
  - Being a first point of contact for all Members, officers and external bodies with regard to Member Development
  - Support and encourage the participation of Members in the Development Programme
  - Members induction for all Members
13. To provide and undertake research and investigations into any issues which impact on the work of the Governance Team and to keep abreast of all legislative and regulatory developments affecting the Governance work structure.
14. To provide assistance and support to the Elections Manager as part of the Council's Election Team during elections.
15. To manage and monitor budgets accessible to the post-holder including member development and to assist the Governance Manager on all aspects of financial management within the Governance Team.
16. To line manage any Apprentice positions within the team, providing support pastorally as well as education and workload management. To be a key player in this individuals development and training.

17. To line manage the support positions within the team (x 4 positions). This will include (but not limited to) 121s, daily management support, sickness monitoring and appraisals.
18. To manage the delivery of the archiving and postal functions, including staffing and any relevant contracts.
19. To undertake other duties and functions as may be required to assist in the fulfilment of those responsibilities required to be undertaken by the Governance Team.

### **General Requirements**

- To attend any relevant training courses and updating events as required.
- To carry out all duties with an awareness and regard to Health and Safety issues and adhere to safe systems of work specified in the Council's Safety Policy.
- To be aware of and adhere to the Council's Policy on Equal Opportunities at all times.
- To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
- To develop and foster positive professional relationships with colleagues and external contacts.
- To make suggestions to improve the working situation within own area of work and Bolsover District Council as a whole.
- To adhere to Council standards of behaviour and Code of Conduct.
- To be aware of and adhere to the Council's Strategy and Policy on Data Quality at all times.
- Such other duties commensurate with the grading of the post as may be from time to time determined.
- In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager these may include working outside the normal working time parameters.

This post is politically restricted under the Local Government and Housing Act 1989.

## Working conditions

(If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.)

## Physical requirements

(If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.)

## Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

<b>Approved by:</b>	<i>Nicola Calver, Governance Manager</i>
<b>Date approved:</b>	<i>03/01/19</i>
<b>Reviewed:</b>	



<ul style="list-style-type: none"> <li>• Experience in prioritising tasks and managing a demanding workload</li> <li>• Experience of working under pressure and to tight deadlines</li> </ul>	a & i a & i		
<b>Skills</b>			
<ul style="list-style-type: none"> <li>• Management of a small team including responsibility for annual appraisal and one-to-ones, objective setting and performance management</li> <li>• Ability to interpret legislative and Constitutional provisions</li> <li>• Ability to distil complex information from a variety of sources into clear and concise summaries</li> <li>• Ability to prepare clear and concise minutes, reports and decision-notices</li> <li>• Flexibility and willingness to get involved in a variety of Council activities including elections</li> <li>• Organised and attentive to detail</li> <li>• Able to command respect across the Council's Leadership Team, Senior Officers and its backbench members</li> <li>• IT skills, particularly Word, Excel, Outlook and PowerPoint</li> <li>• Budget management</li> <li>• Confidence, confidentiality and impartiality</li> <li>• Tact, diplomacy and political awareness</li> </ul>	a & i a & i a & i a & i a & i a & i a & i a & i a & i a & i	<ul style="list-style-type: none"> <li>• Ability to communicate with and to persuade people at all levels</li> </ul>	a & i
<b>Other Requirements:</b>			
<ul style="list-style-type: none"> <li>• Commitment to equalities and a good understanding of its relevance to this post</li> <li>• Commitment to customer care and an understanding of its relevance to this post</li> <li>• Ability to attend evening meetings, and meetings at short notice</li> </ul>	a & i a & i a & i		

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others**

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In



accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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