**Newbury Town Council**

**Job Description**

**JOB TITLE** Democratic Services Officer (and Lead Officer for the Council’s Planning and Highways Committee)

**SALARY SCALE** Starting at SCP 21: £26,975 per annum

**RESPONSIBLE TO** Chief Executive Officer (CEO)

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| **MAIN DUTIES AS LEAD OFFICER FOR THE PLANNING AND HIGHWAYS COMMITTEE** |
| Newbury Town Council is a consultee on planning matters in Newbury. In addition to Planning Applications the Committee also considers Traffic Management, Highways and Road Safety matters. The main duties in this role will be:   * To prepare high quality agendas and reports for all matters to be considered by the Planning & Highways Committee and presented to the Committee at meetings * To ensure all decisions made by the Planning & Highways Committee are lawful * To submit comments or responses in writing to the Local Planning Authority (West Berkshire District Council) or other bodies as may be required * Provision of general administrative support for the Planning & Highways Committee * To recommend improvements to procedures and working practices to bring about a more efficient service to the Town Council and the community * To provide similar services for the Committee’s working groups (currently Town Centre, Canal Corridor, Heritage Working Group, and Neighbourhood Development Plan Steering Group). * To organise, attend, and support meetings of the Planning and Highways Committee and its Working groups * To offer advice on the Council’s Standing Orders and Procedure Rules to members of the Committee and officers about decision-making processes and Council protocol * To take responsibility for co-ordinating the creation and production of high quality agendas and minutes in consultation with the CEO and Chair’s, and ensure that all documents are available on the Council’s website * To produce accurate and clear records of meetings, to capture and then monitor key actions, and understand complex documents * To ensure that all reports submitted are presented in the agreed format and comply with current policies and procedures, ensuing that appropriate information is provided to enable effective decision-making. * To maintain high standards and contribute to the continuous improvement of the service and embrace the latest technology in carrying out the role * To have a good working knowledge of virtual/remote meetings and other technological equipment in the Council Chamber and other meeting venues, and able to operate them effectively * Attend training when required to keep updated on all aspects of your duties and keep up-to-date with legislation, advice and procedural requirements relating to Democratic Services. * To ensure appropriate arrangements are in place for public participation in meetings |

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| **OTHER PRINCIPAL DEMOCRATIC SERVICES DUTIES** |
| * Support the co-ordination and planning of committees, meetings, and working groups as directed, ensuring compliance with all relevant Standing Orders. * Support managers and officers to respond to pre-set deadlines and requirements in order that agendas and minutes are produced on time and meet all statutory requirements, particularly in relation to public access to information. * To ensure the production of high quality agendas, despatched at the appropriate time and in accordance with statutory deadlines and performance indicators * To ensure that other managers and officers are notified of decisions taken at committee and other meetings as appropriate. * To provide advice and guidance to Elected Members, both during and outside of Committee meetings * To support the CEO in providing Member Induction and Training * Support the collation, maintenance and publication of statutorily required and other information relating to Members e.g. Registers of Interests. * Support the CEO in the Council’s compliance with Data Protection and Freedom of Information Legislation. * To work with other officers to maintain/ improve the Council’s website and social media content * Such other duties which may from time to time be required consistent with the grading of the post. |
| **DIMENSIONS OF THE ROLE** |
| The postholder will be expected to attend approximately one member- level meeting per week. Committee meetings are usually held in the evenings, commencing at 7.30 pm. Working Group meetings can take place during working hours or may be in the evening (sometimes on Zoom). The postholder is expected to provide immediate and accurate advice to the Chairman and members of the Committee at meetings and is sometimes the only Officer of the Council in attendance.  Evening work will be compensated through paid overtime.  The Council is open to some flexible/remote working arrangements but the postholder must attend Committee meetings and any other meetings held in the Town Hall. The Post holder will be entitled to 21 days annual leave per annum, rising to 25 days per annum after 5 years’ service. In addition, there are also 2 statutory leave days to be taken as determined by the Council.  The post holder will be enrolled in the Local Government Pension Scheme.  The Post Holder will be expected to continue self-development. The Council will provide a thorough induction programme and some mandatory training will be required. |

**GENERAL OFFICER REQUIREMENTS**

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council’s objectives through:

* **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

* **Customer Service**

All employees of the Council are ambassadors of the Council when dealing with the public. Officers of the Council are expected to be courteous, helpful and professional when dealing with the public, the elected members of the Council and with colleagues.

* **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

* **Corporate Responsibility**

The postholder will be part of the Council team and will be expected to support the Council’s Strategy and corporate objectives in all aspects of their work

* **Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

* **Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Council’s Health & Safety policy.