

Democratic Services Officer

(Lead Officer for the Planning and Highways Committee)

(Salary Range: £26,975 to £30,095, Pay award pending)

We are seeking an enthusiastic person with initiative and drive to deliver the democratic processes of the Council and help to ensure that decisions are taken effectively and lawfully. This will involve co-ordinating and servicing meetings of the Council’s Committees and Working Groups, working closely with Councillors and Senior Officers, and preparing and publishing agendas, reports and minutes.

You will be at the heart of our decision-making processes, working with Members and Officers of the Council to make Newbury a Town we can all be proud of.

The successful candidate will also be the Lead Officer for our Planning and Highways Committee, which meets every 3 weeks. These are evening meetings, for which overtime will be paid.

Applicants for the post will need the ability and skills to communicate effectively at all levels. You will be expected to work in public meetings, advising Councillors and Officers on the constitution and ensuring good governance in the Council’s decision making.

We welcome applications from candidates without previous direct experience in a Democratic Services environment, provided the candidate can demonstrate the skills required and an enthusiastic attitude.

This is a full-time position on a permanent contract, offering public sector holidays and pension arrangements. The post is based at the Town Hall in the centre of Newbury and we can accommodate some flexible and remote working arrangements.

The Council operates an annual appraisal system which gives the opportunity for staff to receive bonus payments for exceptional service.

The application form and all other details of the post are available on the Council’s website: <https://www.newbury.gov.uk/>. All applicants must complete the Council’s application form for the post.

Completed applications should be sent to [ceo@newbury.gov.uk](mailto:ceo@newbury.gov.uk)

For more information or an informal chat about the position, please contact Hugh Peacocke, Chief Executive officer, on 07399 117524.

The closing date for receipt of applications is Sunday 30 October 2022.