

## Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

<b>Job title:</b>	Strategic Support Officer - Democratic Services	<b>Location:</b>	Witney
<b>Job group:</b>	Specialist - Level 1	<b>Peer group no:</b>	PGCI4
<b>Reports to:</b>	Senior Democratic Services Officer	<b>Working hours:</b>	22 hours per week
<b>Business World Post number:</b>	880001062	<b>Line management responsibility:</b>	None
		<b>Direct Reports:</b>	None
<b>FTE Salary pro rata:</b>	£25,211 - £26,217	<b>Contract type:</b>	Permanent
		Further detail:	N/A

<b>Main purpose of this specific role:</b>	Publica is looking for a Strategic Support Officer to be part of our busy democratic services team and ensure the smooth operation of council meetings. You'll provide support for officers and members, including the publication of reports and agendas, taking minutes and hosting virtual meetings to increase public engagement.
<b>Essential qualifications/skills/experience specific to this role:</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>GCSEs (5 A-Cs or equivalent, including Maths and English)</li> </ul> <p><b>Experience</b></p>

	<ul style="list-style-type: none"> <li>• Experience of working in local government or similar environment</li> <li>• Experienced in minute taking</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Good level of IT skills and aptitude to learn bespoke packages</li> <li>• Excellent verbal and written skills</li> <li>• Communicates effectively at all levels</li> <li>• Ability to build effective working relationships</li> <li>• Is customer focussed and responsive to customers</li> <li>• Is proactive/self-motivated and enthusiastic</li> <li>• Well organised, prioritises workload, and able to work under pressure and meet tight deadlines</li> <li>• Willingness to work flexibly</li> <li>• Politically sensitive and aware</li> <li>• Ability to demonstrate creativity and innovation in dealing with challenging issues</li> <li>• Full driving licence</li> </ul>
	<p><b>Generic Job Profile:</b></p>
<p><b>Main Purpose:</b></p>	<p>Publica is looking for a Strategic Support Officer to be part of our busy democratic services team and ensure the smooth operation of council meetings. You'll provide support for officers and members, including the publication of reports and agendas, taking minutes and hosting virtual meetings to increase public engagement.</p> <p>This role will largely be supporting democratic services at West Oxfordshire District Council but support for Cotswold District Council and Forest of Dean District Council may also be required – in the same way as you can expect support from your colleagues as needed.</p>
<p><b>Key Responsibilities:</b></p>	<ol style="list-style-type: none"> <li>1. Using appropriate technology collating and publishing reports and agendas</li> <li>2. Taking of minutes</li> <li>3. Recording decisions at meetings of the Council's committee, Council and Cabinet meetings;</li> <li>4. Monitor decisions and actions taken by Cabinet and Council, chasing progress and reporting against such actions and decisions</li> <li>5. Providing administrative support to members;</li> <li>6. Ensuring members register of interests are up to date and published on the website;</li> </ol>

	<ol style="list-style-type: none"> <li>7. Acting as a point of contact for member queries;</li> <li>8. Dealing with members expenses;</li> <li>9. Contributing to improvements in our service delivery model and increasing public involvement in local decision making;</li> <li>10. The preparation of pre-meeting documentation and presentations;</li> <li>11. Supporting councillors to fulfil their roles, specifically cabinet members by conducting and presenting research to facilitate policy development and effective decision making</li> <li>12. Assisting with the delivery of appropriate training to Members, in particular induction training for newly elected members</li> <li>13. Assisting the elections team with the running of elections</li> </ol>
<p><b>General Accountabilities:</b></p>	<ul style="list-style-type: none"> <li>• The post holder is responsible for maintaining a safe working environment and ensuring, as is reasonably practicable, that safe working practices are adopted by employees within this work environment</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li> <li>• To support the response to a major incident, including taking up a designated role within the emergency management framework</li> <li>• Working to add value to, and be a valued member of the team, and to be valued by customers</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li> </ul>

<p><b>Essential Requirements, Qualifications, Skills and Abilities:</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● GCSEs (5 A-Cs or equivalent, including Maths and English)</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Experience of working in local government or similar environment</li> <li>● Experienced in minute taking</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>● Good level of IT skills and aptitude to learn bespoke packages</li> <li>● Excellent verbal and written skills</li> <li>● Communicates effectively at all levels</li> <li>● Ability to build effective working relationships</li> <li>● Is customer focussed and responsive to customers</li> <li>● Is proactive/self-motivated and enthusiastic</li> <li>● Well organised, prioritises workload, and able to work under pressure and meet tight deadlines</li> <li>● Willingness to work flexibly</li> <li>● Politically sensitive and aware</li> <li>● Ability to demonstrate creativity and innovation in dealing with challenging issues</li> <li>● Full driving licence</li> </ul>
<p><b>Desirable Requirements Qualifications, Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>● Experience in using Modern.gov</li> </ul>
<p><b>Special Conditions:</b></p>	<ul style="list-style-type: none"> <li>● There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business</li> <li>● You will be expected to work reasonable additional hours in line with the needs of the service</li> <li>● Ability to travel</li> <li>● Hours of work to be flexible to meet the needs of the business</li> </ul>
<p><b>Date reviewed:</b></p>	<p>6 January 2022</p>
<p><b>Reviewed by:</b></p>	<p>Claire Hughes</p>
<p><b>Manager job title:</b></p>	<p>Business Manager (Corporate Responsibility)</p>
<p><b>Date of issue:</b></p>	<p>6 January 2022</p>

