



| Job description | |
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| Job title | Democratic Services and Business Support Apprentice |
| Grade | B |
| Directorate | Resources |
| Section/team | Democratic Services |
| Accountable to | Democratic Services and Elections Manager |
| Responsible for | N/A |
| Date reviewed | 21/6/24 |

Purpose of the Job

To assist in connection with matters relating to the administration and servicing of meetings of the Council; the production of the Electoral Register and the delivery of elections; the support of Elected Members and the Civic function; and the support of the Business Support function.

Duties and Responsibilities

This is not a comprehensive list of all the tasks that may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To carry out the duties and responsibilities as assigned by the Principal Committee Services Officer in connection with the administration of meetings of the Council. This includes -
 - (a) The convening and making arrangements for meetings of the Council, Cabinet, committees and any other official meetings at which Members and Officers of the Council are required to attend;
 - (b) Assisting in the servicing of meetings including the preparation of agendas and reports, attendance at meetings, supporting the live-streaming of public meetings, and the publication of finalised minutes;
 - (c) The provision of support and assistance to the committee administrators in all matters relating to the operation of meetings of the Council.



- 2 To assist with the administration of the Council's Forthcoming Key Decisions and decisions taken in accordance with the Council's Scheme of Delegation.
3. To assist with the servicing and administration of education appeal panels (non-admission and exclusion appeals), including supporting remote meetings where appropriate.
- 4 To assist with the provision of Elected Member training and support, and to support the co-ordination and delivery of civic functions and events.
5. To assist with the preparation and upkeep of the register of electors and the electoral property database, including assisting as necessary with all aspects of the annual canvass such as processing online applications and household forms and sending notification letters.
6. To assist with the preparation and delivery of all Local, UK Parliamentary, Police and Crime Commissioner, and City Region Mayoral elections (including by-elections) and Referendums on behalf of the Returning Officer.
7. To respond to enquiries received directly from members of the public, giving and receiving information and advice; and dealing with customers' enquiries including members of the public, Elected Members, senior officers and neighbouring authorities.
8. To undertake appropriate duties within the Business Support function (i.e. at the direction of the Corporate and Executive Support Manager) that are consistent with the grade and which contribute towards the achievement of the service objectives and the personal development of the individual.
9. To carry out such other administrative duties in relation to the Service as may be directed by the Head of Democratic Services.
10. This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.



Data Protection and Information Security

- To implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- To protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- To report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.