

ROLE DESCRIPTION

Job Title	Democratic Services Manager
Salary Band	44 - 50
Directorate	Corporate Services
Service Area and sub area	Democratic Services
Political Restriction	Yes

1. Primary Purpose of the Post
The postholder is required to • Supervise the Democratic Services Team in undertaking their responsibilities, including the management of the Statutory scrutiny function and the Statutory Scrutiny Officer; • Organise and service effective meetings for the Liverpool City Region Combined Authority (the Combined Authority) and Merseytravel and all their companies, panels and Boards; • Manage competing priorities and the effective organisation of the team to ensure comprehensive service provision; • Provide accurate guidance, support and advice in connection with matters relating to the administration, management and operation of the Combined Authority and Merseytravel formal decision-making structures; • Input into all policies and documents that pertain to Members, their conduct and the Constitution; • Provide guidance on the Combined Authority Constitution and any relevant law relating to meetings; • Utilise relevant technology to support the preparation of formal agendas and also webcasting some meetings; • Arrange the administration of the Members allowances scheme for the Combined Authority; • Arrange and support the Independent Remuneration panel to determine allowances for the Mayor and other elected members; • Arrange the administration of the election of the Mayor for the Liverpool City Region and provide requisite support to the Combined Authority's Returning Officer and work with the Local authorities in this regard; and • Work closely with the Chief Executive and Mayoral offices to ensure the effective operation of meetings relating to the Combined Authority, its Committees, panels and Boards.
2. Your responsibilities

To supervise and support the team to provide a comprehensive Democratic Services function to include:-

- The convening of and making arrangements for meetings of the Combined Authority, Merseytravel and other internal and external stakeholder Boards at which Members and Officers are required to attend;
- The servicing of the meetings through the preparation of agendas and reports and their dispatch to Members and Officers and other relevant organisations;
- Ensuring that guidance and advice on procedural matters (including the appropriate Terms of Reference and the Combined Authority and Merseytravel Constitutions and any other relevant legislation and/or statutory guidance) is provided to Chairpersons, Members and Officers;
- Advising Elected Members in relation to Code of Conduct matters and declaration of interests;
- The preparation of and finalising of minutes, ensuring that discussions and decisions at meetings are accurately reflected and communicated and that appropriate action arising from such meetings is undertaken and properly co-ordinated;
- Liaison with various external bodies across the City Region and beyond;
- Being part of a team, which is the first point of contact for the Combined Authority, its Committees and Merseytravel and other Boards/ meetings as required;
- Managing the Statutory Scrutiny function and the Statutory Scrutiny Officer;
- Reviewing and updating the Constitution for LCRCA and the members handbook and input into all policies pertaining to members and officers;
- Develop an effective meetings timetable to enable meetings to be adequately supported with resources available;
- To meet Statutory Obligations/Requirements to provide a public record of the decisions making process of the Combined Authority and Merseytravel and maintain all public records;
- Arrange the administration of the Members allowances scheme for the Combined Authority including the Independent Remuneration Panel; and
- Arrange the administration of the election of the Mayor for the Liverpool City Region and provide requisite support to the Returning Officer.

3. General Corporate Responsibilities

The postholder will be required to:-

- Represent and promote the work of the Combined Authority and the wider Liverpool City Region, locally, regionally and nationally;
- Promote understanding of and adherence to the Combined Authority's values by modelling appropriate behaviours and encouraging others to do likewise;
- Balance competing priorities to effect efficient and effective democratic services support to the Combined Authority;
- Promote efficiency targets and initiatives;
- Mentor and supervise members of the team as required; and contribute to the corporate management of the strategic risks facing the Combined Authority.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Democratic Services Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Have a relevant ADSO qualification or NVQ Level 4 Business Administration or equivalent or commitment to undertake the same	E	A
Demonstrable committee administration experience	E	A
An understanding of the law and procedures of local government meetings and experience of applying that knowledge through the provision of appropriate advice and guidance to members and officers.	E	A, I
A commitment and willingness to undertake further development opportunities which support the function of the service	D	A, T
Knowledge of Elections processes and procedures to support the Returning Officer and successfully deliver a Mayoral Election.	D	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Proven experience of working to tight deadlines and high standards.	E	A, I
Ability to produce accurate minutes of meetings and deal with matters arising in the appropriate manner.	E	A, I
A high degree of political awareness and sensitivity.	E	A, I
Experience of working in a local authority setting at a senior level with external and internal stakeholders.	E	A, I
Excellent I.T skills, in particular experience of a Committee Management System and knowledge of a suitable webcasting system.	E	A, T
Excellent communication and interpersonal skills (i.e. the ability to assimilate information and communicate confidently and effectively both in written and verbal form).	E	A, I, T
Evidence and commitment to continuous personal and professional development.	E	A, I
Knowledge of the key issues facing the City Region.	E	A, I, T

Knowledge of the legal framework, the role, function and constitutions of the Combined Authority and Merseytravel.	D	A, I, T
Ability to work effectively in a fast-paced environment.	D	A, I, T
Ability and knowledge to deliver a Mayoral Election.	D	A, I
Ability and knowledge to deliver the Independent Remuneration Panel for the Combined Authority allowances scheme.	D	A, I
Knowledge of and working with the Association of Democratic Services Association (ADSO).	D	A, I, T

Skills and abilities	E = Essential D = Desirable	Identified By
High standards of professional conduct.	E	A, I
Strong interpersonal skills, with the ability to deliver a proactive service and continuously improve	E	A, I, T
The ability to negotiate, influence and to be able to engender confidence, trust and respect.	E	A, I, T
The ability to prioritise work against competing demands to meet deadlines.	E	A, I, T
A positive, flexible and responsive individual, with a creative approach to problem solving.	E	A, I, T
The ability to work as part of any project team to deliver organisational requirements.	E	A, I, T

Personal Attributes	E = Essential D = Desirable	Identified By
A commitment to and understanding of Equality and Diversity Opportunities.	E	A
Experience of working in the public sector.	E	A
An understanding of and a personal commitment to delivering a high quality democratic and ensuring service standards are met.	E	A, I, T
A flexible approach to working hours, locations and a willingness to work as and when required and as the service deems necessary.	D	A, I

Key to Assessment Methods:

A - Application	T - Test
I – Interview	