

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	Local Democracy Assistant
<b>Service:</b>	Legal and Democratic Services
<b>Team:</b>	Democratic Services
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Democratic Services Manager
<b>Responsible for:</b>	N/A
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>• To be responsible for the effective administration of member allowances.</li> <li>• To provide comprehensive multimedia support for Council meetings.</li> <li>• To provide events management support to the Mayor.</li> </ul>	
MAIN DUTIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none"> <li>• To provide webcasting support to a range of meetings; liaising with IT colleagues to ensure that webcasting services offer a stable and secure platform for meetings.</li> <li>• To organise and maintain a pool of casual staff who are able to cover the webcasting of Council meetings.</li> </ul>	

- To report any issues with the provision of webcasting support to the Democratic Services Manager and assist in solving issues.
- To administer the member allowances payment process; escalating any issues with relevant colleagues across the Council, including the Democratic Services Manager.
- To produce management information reports on member allowance fee payments.
- Provide support to the Deputy Democratic Services Manager on Member training activity, subject to experience and capability.
- To provide assistance with the preparation of meeting papers as required by the Democratic Services Manager and Deputy Democratic Services Manger.
- To book Democratic Services team meetings.
- To assist with the maintenance of the Democratic Services library of templates and other documents.
- To provide administrative support in the Decision Notice process under the guidance of the Democratic Services Manager and Deputy Democratic Services Manager.
- To provide event management support to the Mayor including arranging events, sourcing resource support to ensure events are able to proceed effectively.
- To identify and flag any issues relating to event management that may be needed and proactively ensure that everything is in place to deliver effective events.
- To ensure effective liaison with the administrative support to the Leader as necessary to coordinate event activity between the Leader and Mayor.
- Photocopying and filing as and when required.
- Proactively seek opportunities to acquire new skills and experience.

#### **Business Continuity**

- Undertake any actions necessary to support the Democratic Services business continuity plan where appropriate

#### **Health and Safety**

- Comply with all Health and Safety legislation for your area of work, ensuring that risks are identified and escalated as required.

### **DIMENSIONS OF THE ROLE**

- This post is responsible for supporting several hundred meetings a year involving elected members, officers and members of the public.
- The post is also responsible for developing and supporting a pool of casual staff that can be drawn on to provide support for meeting webcasting.
- Additionally, this post will provide event management support to the Mayor.

### **AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT**

- To be responsible for ensuring that the webcasting for all Council meetings happens effectively so that we are fulfilling our obligations under relevant legislation for meetings to be accessible by the public.
- The nature of the work means that you must be able to work accurately and be self-motivated.

- You will be expected to ensure that all documentation supporting member allowance fees is dealt with promptly, accurately and properly.

## PLANNING/ORGANISING/CONTROLLING

- Providing information to a range of customers, both internal and external to the Council.
- The postholder will be responsible for ensuring that a pool of casual staff are able to support webcasting at a range of different committee meetings
- Assisting the Democratic Services Manager in supporting team meeting schedules, regular reporting cycles, and provision of management information reports.

## CUSTOMERS AND CONTACTS

### INTERNAL

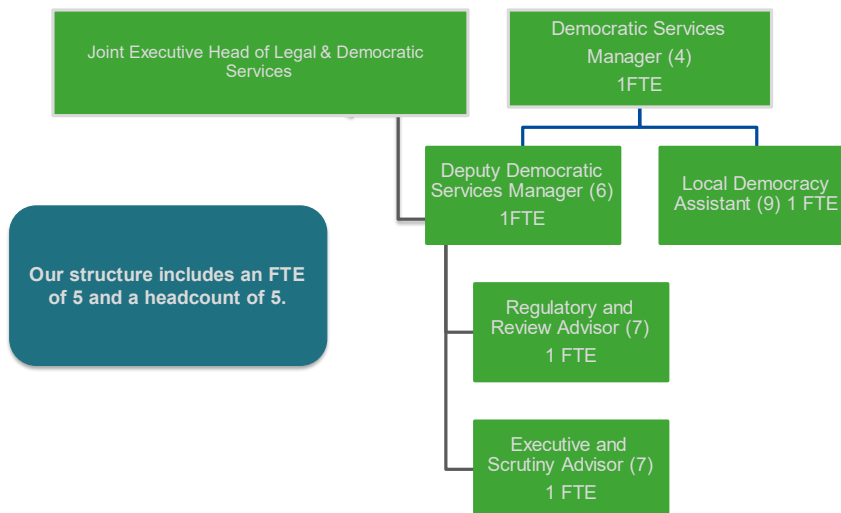
- Officers at all levels in all Waverley Borough Council services

### EXTERNAL

- Members of the public, Members of Town and Parish Councils

## SERVICE/TEAM STRUCTURE

### Waverley Democratic Services structure from 1<sup>st</sup> June 2024



## PERSON SPECIFICATION

Candidates must be able to fully demonstrate **all essential criteria** marked A/I and A/C/I, within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Educated to GCSE level or equivalent	A/C/I		
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	<p>Knowledge of office procedures.</p> <p>IT skills in particular Microsoft Word and Excel.</p> <p>Ability to work quickly and accurately with excellent attention to detail.</p>	A/I	Some experience in Local Government or other public service environment.	A/I
<b>COMMUNICATION</b>	<p>Good telephone manner and communication skills.</p> <p>Good verbal and written skills.</p>	A/I		
<b>CUSTOMER SERVICE</b>	Committed to customer care and the provision of quality service.	A/I		
<b>TEAM WORKING</b>	Ability to work well in a team.	A/I		
<b>MANAGING SELF AND OTHERS</b>	<p>Strong organisational skills.</p> <p>A flexible approach to the need to vary daily tasks to achieve performance requirements and a willing attitude.</p>	A/I		
<b>CAN DO APPROACH /</b>	Ability to work under pressure.	A/I		

<b>ACHIEVING RESULTS</b>	Able to effectively organise workload and meet deadlines.  Attention to detail.	A/I  A/I		
<b>SPECIAL REQUIREMENTS</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.*	A		
	Will need to attend evening meetings			

### How assessed

- A = Application CV/Personal Statement  
C = Certificates/professional Registration  
D = DBS police check  
E = Exercise  
I = Interview  
M = Medical assessment

For Official Use only			
<b>Job title:</b>	Local Democracy Assistant	<b>Post no:</b>	
<b>Service:</b>	Legal and Democratic Services	<b>JE score:</b>	178
<b>Team:</b>	Democratic Services	<b>Pay band:</b>	9
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full Time
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>1-2</b>	
	Customer Service:	<b>1-2</b>	
	Team Working:	<b>1</b>	
	Managing Self and Others:	<b>1</b>	
	Can do approach/Results	<b>1</b>	
<b>REVIEWED BY:</b>	Karen Grave Independent HR Consultant	<b>DATE:</b>	March 2024
<b>CHECKED IN:</b>		<b>DATE:</b>	
<b>LAST UPDATED:</b>	March 2024	<b>DATE:</b>	