

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	
Job title:	Executive and Scrutiny Advisor
Service:	Legal and Democratic Services
Team:	Democratic Services
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Deputy Democratic Services and Scrutiny Manager
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	

- As part of the Democratic Services team, support the democratic process of the Council and act as a vital link between the authority and councillors.
- As part of the Democratic Services team, the post-holder will assist in managing the business of the Council, specifically supporting the Executive and Regulatory Committees.
- To provide administrative duties in support of other member-led and Office groups as necessary.

MLAIN DUTIES AND ACCOUNTABILITIES

- In support of the Democratic Services Manager and Deputy Democratic Services and Scrutiny Manager, provide impartial advice and guidance to members of the Council's Executive and Scrutiny Committees in relation to their roles and remit, including procedural, constitutional and governance advice.
- Participate in effective communication with councillors engaged in the scrutiny functions of future areas for potential investigation or inclusion on the Committee work programme, including cross-cutting reviews, working groups, policy development and appropriate scrutiny of decisions.
- Under the direction of the Democratic Services/Deputy Democratic Services and Scrutiny Manager, carry out research in line with any agreed scrutiny topics as directed by the Overview & Scrutiny Committees, including scoping, planning and drafting the terms of reference for Task and Finish investigations/reviews, liaising with witnesses, coordinating and commissioning research, and compiling final reports.
- Together with the Deputy Democratic Services and Scrutiny Manager, undertake Executive Briefings so that there is a full understanding of the Executive Cycle.
- To provide support members of Overview & Scrutiny Committees in forming recommendations on strategic policy development and service improvement; escalating issues with the Democratic Services/Deputy Democratic Services and Scrutiny Manager to support this activity.
- To coordinate the work programme for the Overview & Scrutiny Committees and the Executive Forward Plan including liaison with Lead Officers and developing a positive working relationship between the Overview and Scrutiny and Executive functions.
- To attend and support meetings of the Council's Overview & Scrutiny Committees, or any other relevant committees as established from time to time, including agenda setting meetings, Chair's or Committee briefings, Working Group meetings, etc.
- To contribute to the development of the work programme for Regulatory and Review Committees and the Executive Forward Plan including liaison with Lead Officers and developing a positive working relationship between key stakeholders.
- To ensure the production of high-quality agendas, despatched at the appropriate time and in accordance with statutory deadlines and performance indicators
- To offer advice on the Constitution and Procedure Rules to members of the Council and officers about decision-making processes and Council etiquette, often as the sole representative of the service in attendance at meetings
- To organise, attend and support meetings of the Executive, Regulatory Committees

- To organise, attend and support meetings of Sub-Committees and other member-led or internal meetings as required to support the delivery of a comprehensive Democratic Services function
- To take responsibility for co-ordinating the creation and production of agendas and minutes in Mod.Gov in consultation with officers and Committee Chairmen and ensure that all documents are available on the Council's website and via Mod.Gov
- To produce accurate and clear records of meetings, and to capture and then monitor key actions and understand complex documents
- To ensure that all reports submitted are presented in the agreed format and comply with current policies and procedures, ensuring that appropriate information is provided to enable effective decision-making.
- To maintain the high standards of, and contribute to the continuous improvement of the highly regarded service, and embrace the latest technology in carrying out the role
- To promote the use of the agenda management system (Mod.Gov) and facilitating mobile working for paperless meetings
- To have a good working knowledge of webcasting and other technological equipment in the Council Chamber and other meeting venues, and able to operate them effectively
- To ensure appropriate arrangements are in place for public participation in meetings and to manage large attendances at meetings
- To help develop and deliver a comprehensive annual member training programme
- To offer support to colleagues in the elections team and cover phones at busy times and assist in the management of civic and ceremonial events, as required.
- In the absence of the Regulatory and Review Advisor, provide such cover as necessary to provide support to key stakeholders.
- To undertake any other administrative or research/consultation/project work or investigation work as required by the Democratic Services Manager or Deputy Democratic Services and Scrutiny Manager.

DIMENSIONS OF THE ROLE

- On average, the postholder will be expected to attend approximately two member level meetings per week. Generally, Committee and Sub-Committee meetings are held in the evening and commence at 7.00pm.
- The postholder is expected to provide immediate and accurate advice to the Chairman and members of the Committee at meetings and is usually the only representative of the team in attendance.
- The postholder will be expected to support a small number of in-depth reviews a year and undertake detailed research and analysis over a wide range of service areas.
- The role is high profile and will be working with senior managers and councillors to deliver advice, support and interventions in respect of sensitive and complex topics in line with the aims and objectives of political scrutiny.
- To attend evening and daytime meetings of of the Overview and Scrutiny Committees and any working groups set up to support in-depth scrutiny reviews.

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

- The postholder will be expected to be totally familiar with the Council's Constitution and Rules of Procedure, as well as the law relating to the conduct of meetings.
- The postholder will be expected to give advice to officers about decision-making processes and be confident in offering advice to Chairmen in a meeting environment
- A detailed understanding of the Local Government Act 2000 is essential, along with the ability to put this into practice under the Council's executive arrangements.
- The postholder is expected to use their experience and knowledge to provide proactive and practical solutions to facilitate effective decision-making
- The postholder will be expected to identify the limits to their decision making ability within the context of Waverley processes and seek advice and guidance where needed.

PLANNING/ORGANISING/CONTROLLING

- The postholder must demonstrate excellent interpersonal skills and the ability to communicate tactfully with councillors and senior officers.
- Political awareness and influencing skills are essential for this role which contributes to good corporate governance and decision-making.
- Recognising and pre-empting politically or otherwise sensitive issues and knowing when to deal with them or refer the matter higher.

CUSTOMERS AND CONTACTS

INTERNAL:

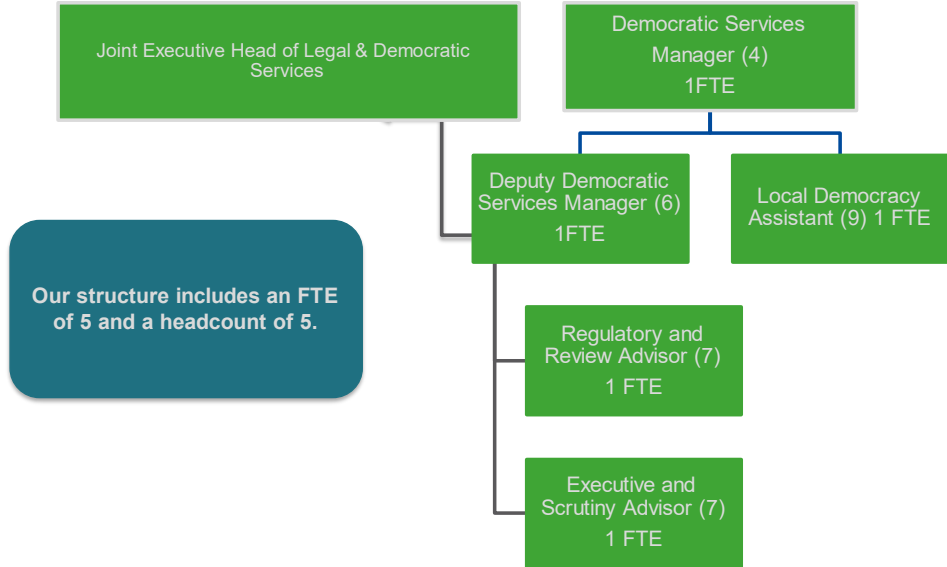
- Democratic Services Manager, Deputy Democratic Services and Scrutiny Manager, elected Members; Committee Leaders, Senior Officers, all services and officers at all levels.

EXTERNAL:

- Officers and members of other Councils (Town, Parish, District or County), Representative and Voluntary Organisations, Representatives from other Public Bodies, Government Departments, Local Authority Associations, Members of the Public

SERVICE/TEAM STRUCTURE

Waverley Democratic Services structure from 1st June 2024



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C, A/I or A/I/E within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Educated to A-level standard or equivalent Minimum English GCSE (Grade A-C) or equivalent	A/I/C	ADSO Certificate in Democratic Services Practice, or equivalent	A/I/C
	Previous experience of democratic services in a local government or similar organisation, which includes advising on procedure and constitutions	A/I/C		
KNOWLEDGE /TECHNICAL SKILLS	Excellent level of written communication and report writing skills, including a high level of spelling and grammar	A/I/E	Sound knowledge of Local Government 2000 and other relevant Acts	A/I
	Ability to capture key actions from a meeting and understand complex documents	A/I/E	ICT Skills	A/I
	Excellent verbal communication and presentation skills	A/I	Awareness of Safeguarding	A/I
COMMUNICATION	Politically aware and able to respond to changing political environments	A/I		
	Diplomatic communication skills with a wide range of people	A/I		
	Ability to be tactful and discrete	A/I		

CUSTOMER SERVICE	Active listening skills	A/I		
	Ability to deal with confidential and sensitive issues and information	A/I		
	Confident when dealing with large numbers of public attending meetings	A/I		
TEAM WORKING	Able to support and help colleagues as part of a busy team	A/I		
	Flexible approach and willingness to respond positively to changing priorities	A/I		
MANAGING SELF AND OTHERS	Ability to give attention to detail and produce highly accurate documentation	A/I/E		
	Motivated and able to work on own initiative	A/I		
	Strong organisational and prioritising skills with the ability to multitask	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Ability to move/adapt quickly between different tasks	A/I		
	Able to work under pressure and to tight deadlines	A/I		
	Calm and confident disposition	A/I		
SPECIAL REQUIREMENTS	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet	I	Driving Licence	A
	Able to work outside normal working hours and attend evening meetings on a regular basis	A/I		
	Willing to support the Council's Elections functions	A/I	Experience of working on a	A

			polling station or election count.	
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How assessed

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

Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections.

For Official Use only			
Job title:	Executive and Scrutiny Advisor	Post no:	TBC
Service:	Legal and Democratic Services	JE score:	282
Team:	Democratic Services	Pay band:	7
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Reports to:	Deputy Democratic Services and Scrutiny Manager		
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	2-3	
	Team Working:	2-3	
	Managing Self and Others:	2-3	
	Can do approach/Results	2-3	
REVIEWED BY:		DATE:	
CHECKED IN:		DATE:	
LAST UPDATED:		DATE:	