

JOB DESCRIPTION

JOB TITLE: Senior Committee Manager

GRADE: 6 (Subject to formal evaluation)

DIVISION: Council Management

NO OF POSTS: 1

SECTION: Legal and Governance

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

- 1.1 To manage Committee Services and to provide effective and transparent management of Committee meetings and other associated tasks in compliance with the Constitution, legislation and council policy and procedures.
- 1.2 To undertake and/or direct pieces of high priority work required by Committees.
- 1.3 To contribute to the overall strategic management of the Governance and Scrutiny function.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 To provide advice and guidance to Councillors, Officers and the general public on all aspects of the Council's decision making processes at meetings and in the preparation for meetings with reports and agenda management.
- 2.2 To ensure that decision-making and Committee processes are organised, convened and serviced in accordance with statutory requirements and best administrative practice to facilitate efficient and effective decision-making.
- 2.3 To oversee all aspects (e.g. forward plan, agenda, reports, minutes etc.) of Council, Cabinet and other Committees; ensuring the Committee Management Information System (CMIS) is maintained with agenda papers and decisions/minutes published in a timely manner.
- 2.4 To prepare and maintain a documented and comprehensive set of working instructions (procedure notes) in relation to core processes and meetings served by Committee Services.
- 2.5 To manage a team within the Governance and Scrutiny team, providing support, guidance, performance management and development to team members as appropriate, so that work is designed and delivered efficiently and effectively.
- 2.6 To offer advice and guidance to members, chief officers and officers of the Council on the interpretation and application of the Council's Constitution.
- 2.7 To oversee operation of webcasting and audio-visual software systems in relation to committee meetings, and to manage the relationship with any contractor.

- 2.8 To provide direct support to members including the preparation of reports, briefing notes and briefings to Cabinet Members and Chairs of committees on issues pertinent to their respective areas of responsibility, etc.
- 2.9 To develop and oversee the implementation of strategic initiatives to improve the governance function as a whole, contributing to the development and implementation of the Department's Business Plan, and to the wider role of Governance across the Council.
- 2.9 To be responsible for Committee budgets as appropriate.
- 2.10 To ensure the management of the service is compliant with the City Council's policies, procedures and standards for:
- budgetary management and control;
 - human resource management (including attendance, employment conditions, health & safety and training & development);
 - information management;
 - equality and diversity matters.
- 2.11 To support the Council's sustainability objectives by being aware of the resources required to undertake this work and making sure that resources are not wasted and are disposed of in a sustainable way.
- 2.12 To undertake any other duties and responsibilities allocated to the post holder by the Head of Service and commensurate with the duties of this post.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SPECIAL CONDITIONS

- 3.1 This is politically restricted under the provisions of the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.
- 3.2 The post holder will be required to attend meetings that sometimes start/extend beyond normal working hours and take place at various locations across the City.
- 3.3 The postholder may need to be availability at evenings and weekends to deal with urgent matters.

Person Specification

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Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;
 T. = Test or Exercise; P. = Presentation.

CRITERIA	METHOD OF ASSESSMENT
Knowledge and Experience <ul style="list-style-type: none"> * Extensive experience (at least 3 years) of supporting public sector meetings, preferably in a local authority, together with experience in a democratic services / committee services role. * Up to date knowledge of the statutory framework within which local authority governance operates together with the latest legislative developments and best practice. * Experience of facilitating collaborative working relationships between officers and/or members at all levels from a range of disciplines to achieve objectives. * Experience of managing and coordinating work planning to ensure administrative processes operate smoothly and effectively. * Experience of using a committee information management system (such as CMIS or modern.gov). 	AF/I AF/I AF/I AF/I AF/I
Skills and Abilities <ul style="list-style-type: none"> * Ability to manage / supervise a team of staff (including development and performance aspects) to ensure work is completed. * Ability to prepare concise and accurate minutes. * Ability to draw out concise, meaningful and relevant conclusions and proposals from complex issues and varied subject areas. * Excellent communication and presentation skills, written and oral, in formal and informal settings, including the ability to negotiate, be politically sensitive, diplomatic and astute. * Using own judgement, take appropriate decisions and keep elected members/senior/chief officers informed on appropriate matters. * Working across organisational boundaries. 	AF/I AF/I/T AF/I/T AF/I AF/I AF/I

CRITERIA	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> * Developing and maintaining formal and informal networks. * Acting as a team player/leader to set and contribute to the overall aims and objectives of the function. * Effectively managing large workloads and manage complex projects to meet deadlines. * Managing the development of processes and systems aimed at meeting new demands, improving performance and making better use of resources. * Demonstrating a positive attitude and commitment to equality issues and how they can be implemented into practices. * Managing a budget 	AF/I AF/I AF/I AF/I AF/I AF/I
Qualifications	
<ul style="list-style-type: none"> * To be educated to degree and/or professional qualification standard or be able to demonstrate equivalent work experience at that level. 	AF
Training	
<ul style="list-style-type: none"> * Awareness of own training and development needs 	AF

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Date:	Name:	Signature:
Date reviewed:	Name:	Signature:

Subject to formal evaluation