

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Democratic Services and Civic Officer

REFERENCE NO: CE168

SALARY SCALE: Scale 6 (scp 21-24) £26,975 to £29,174 per annum

RESPONSIBLE TO: Head of Legal and Democratic Services

RESPONSIBLE FOR: Mayor's Attendant/Driver and Town Hall Attendant

JOB PURPOSE: To support the administration of the Council's Committee system including Sub-Committees and working groups and to act as the Council's Civic Officer. The position involves attendance at evening meetings for which time off in lieu will be given for time worked.

MAIN DUTIES:

To administer the Committee system through preparation, approval and distribution of agenda, reports and minutes in the Council's Modern.gov IT system.

To maintain and manage the Council's Modern.Gov IT system. To progress the automation of formal reporting and decision-making processes to aid efficiency.

To arrange and attend Council and Committee briefings and meetings, Working Groups, Sub-Committees, or other similar meetings and to minute the meetings. To be responsible for drafting and circulating and publishing Committee and meeting minutes through the Council's Modern.Gov IT system. These are often evening meetings.

To provide administrative support to Members in connection with Committee meetings to include contact with outside bodies and assisting Members to report to Committee in respect of their work on outside bodies.

Where necessary to provide cover for the Democratic Services and Complaints Officer in maintaining and monitoring the complaints procedure and in the investigation of complaints.

Managing Mayoral attendance at Civic Engagements both within the authority's area and within other local authority areas.

Responsibility for organising civic functions and ensuring ceremonial protocols are complied with.

Responsibility for the use and function of the Council's civic suite to include co-ordinating and approving bookings and invoicing.

To be responsible for ensuring the data quality of all information related to the duties of the post.

To assist with work relating to Elections and the preparation of the Register of Electors.

To undertake such other duties as may be required from time-to-time and which are commensurate with the salary grading of the post.

To adhere to the Council's policies including equalities and health and safety.

This post is a politically restricted post within the meaning of the Local Government and Housing Act 1989.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Postholder): _____ Dated: _____

Signed (Head of Service): _____ Dated: _____