



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Clerk – Committee Services	Role Profile Number: RTH27
Grade: R	Date Prepared: April 2019
Directorate/Group: Chief Executive/ Performance, Organisational Improvement and Communications	Reporting to: Head of Elections and Democracy
Structure Chart attached:	No

Job Purpose

- Responsible for the smooth running of the Committee Section and for ensuring that the team is well-managed and that committee meetings and responsibilities are resourced and plans and minutes are completed to a high standard.
- Specific responsibility for the line management of two committee clerks and two committee/ elections apprentices* (responsibility shared with the Senior Elections Officer).

Key Accountabilities

- Responsible for the management of the Council's committee arrangements, ensuring that they are well structured and adapted to meet changing circumstances;
- To provide and maintain, within the Council, adequate procedures for convening meetings, recording decisions and ensuring that decisions are acted upon and followed up effectively;
- Responsible for ensuring that meetings of the Council, its committees and other bodies within the political management structure are adequately serviced, including:
 - I. Drawing up a timetable of meetings for the Council
 - II. Attending meetings of the Council, Cabinet and other meetings
 - III. Providing procedural advice as required
 - IV. Preparing reports as necessary for submission to the Council, its committees and other bodies

- Responsible for ensuring that the Education Admission and Exclusions Appeals Panel Service provided by the Council to schools is efficient and compliant with statutory requirements, is supported and serviced and Panel Members are adequately trained;
- To ensure maintenance of statutory and other registers, including those connected with the Code of Conduct and the Pecuniary Interests of Councillors and Officers;
- Responsible for ensuring that satisfactory procedures exist and are developed for the making and recording of decisions by officers and Councillors to ensure that individual decisions are in accordance with Council procedures. Ensure that statutory requirements associated with the recording and publishing of Council decisions are met;
- Ensure that all reports to Council and Council bodies are in accordance with the Council's agreed procedures and meet reasonable standards of presentation;
- To work with the Head of Elections and Democracy and the Chief Legal Officer to produce and update the Council's constitution and related documentation associated with the governance of the Council's political management arrangements;
- To be responsible for and to develop the application of Information Technology systems used by Committee Services;
- To be responsible for the planning and coordination of the member induction and training programme working in conjunction with the Head of Organisational Development and the Council's Learning team.

Supplementary Accountabilities

- In accordance with the provisions of GDPR, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures or use personal data held on others for their own purposes. In addition, in accordance with the provisions of the Freedom of Information Act the job holder should ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Proven management experience with excellent communication skills

- Proven knowledge of political management processes and legislation relating to the satisfactory execution of decision making and scrutiny of decision making
- Sufficient understanding of local government legislation to be able to give complex procedural advice in relation to the Council’s political management arrangements, the Council’s Constitution, local government procedures and practices
- Excellent proven organisational and administrative skills
- IT literacy (Microsoft and Mod.Gov software)
- The political nature of local government and the confidentiality of many of the issues that may be encountered require an excellent proven ability to deal with issues sensitively in a political environment

Qualifications

- No specific qualifications are required but at least three years experience as a Committee clerk is expected

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 3 Committee Clerks <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Management of particular committees/ groups/ meetings 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Communication will include writing letters and reports, evaluating data, drafting policies and procedures and advising on relevant policy issues.
- Verbal communication will include giving advice, presenting information, and providing clarification on procedures to Members of the Council, Directors and senior officers.
- Personal contacts will include regular contacts with staff in other departments at Director Level.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- This role will involve regular work outside of normal office hours as Council meetings often take place during the evening. The postholder will be expected to manage their time and the time of their team members effectively to deliver the outcomes expected of the role.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	