



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Committee & Member Services Manager	Role Profile Number: SBC_11635
Grade: R	Date Prepared: December 2022
Directorate/Group: Enabling	Reporting to: Chief Legal Officer / Monitoring Officer
Structure Chart attached:	Yes

Job Purpose

- To lead, manage and supervise the team of staff who facilitate the Council's decision-making processes to a high standard including Overview and Scrutiny, having regard to legislative requirements plans and frameworks.
- To ensure that the Council's decision-making is carried out in accordance with the Constitution and in compliance with relevant legislation.
- To perform the duties of Statutory Scrutiny Officer
- Specific responsibility for the line management of three Committee Clerks and two political assistants.

Key Accountabilities

The post holder is responsible for:

- To work at pace in high profile and sensitive situations and exercise high levels of understanding, ability, judgement and political awareness in order to provide advice, guidance and leadership which will have a bearing on the most critical aspects of the Council's decision-making, with far-reaching budget, policy and reputational implications.
- The provision of high quality support to a range of decision-making and other meetings, in close liaison with Chairs (including the Leader of the Council, other Cabinet Members and other leading Members) and with senior officers of the Council.
- Proactively managing all aspects of the Council's Calendar of meetings, including ensuring that meetings are correctly arranged, notified and efficiently supported, and that information before each meeting

meets reasonable standards of presentation.

- Maintaining corporate and political awareness and providing advice on the interpretation of the Council's Constitution and supporting administrative processes, to include assistance in regular reviews and updating of the Constitution.
- Maintaining effective communications with the public, Members, officers, parish councils and partners to support the work of the Council and its Committees, boards and bodies and to provide relevant information and support to the Council's arrangements.
- Assisting in maintaining and upholding the Council's corporate governance framework, and ensuring that the highest standards of governance are applied.
- Undertaking the role of Statutory Scrutiny Officer and proactively managing the Council's Scrutiny function and ensuring that it is effective.
- Ensuring that proper records are maintained of the Council's decision making, that high quality minutes are produced by the team in a timely fashion, and that relevant information is properly published.
- Ensuring that the Council's statutory and other registers, including those connected with the Code of Conduct and the Register of Members' Interests, are properly maintained.
- Maintaining accurate records of decision-making by both Officers and Councillors and ensuring that such decision making is in accordance with statutory requirements and with Council procedures and that such decisions are properly published.
- Managing Member Development and liaising with the Monitoring Officer in identifying training and other requirements for Members.
- Maintaining management and oversight of the budget attached to Members, Scrutiny and Democratic Services (circa £1 million).
- Taking an innovative approach to the maintenance and development of the Information Technology and other electronic processes utilised by the team.
- Engaging in such other project relevant to the post as may be required from time to time.

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, Sharepoint 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 the candidate would be expected to have undergone education to degree level or equivalent and to have broad and thorough knowledge and significant experience of this area of work.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• 3 Committee Clerks• 2 Political Assistants Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Management of particular committees/ groups/ meetings	Budget Holder Responsibility Asset Responsibility:	Yes Circa £1m
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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:	