

Post title	Assistant Committee Officer
Division / Section	Strategy and Communications
Department	Chief Executive
Responsible To	Corporate Governance Manager
Number of post holders	5
Acting up/ Secondment	No

Purpose of Job

- This post will provide comprehensive support to the Council's political management system.

'THE WHAT' – MAJOR TASKS AND JOB ACTIVITIES

- Deliver a professional clerking service and manage a range of business relating to the Council's advisory committees, sub-committees, Local Review Bodies and working groups.
- Monitor and advise on the process of forward planning for committee cycles with continuous awareness of the work and activities throughout the Council's political management system.
- Produce agendas, minutes and reports for committees, joint boards and working groups ensuring high quality, consistent documentation.
- Develop customer relationships (internal and external) to support the political management system and maintain a high standard of service delivery to customers.
- Provide a comprehensive committee support role, working closely with Committee Managers to the Council's committees, joint boards and working groups ensuring a high quality service throughout.
- Ensure committee reports meet the Council's standards and advise directorates where changes are necessary.
- Ensure committee actions are recorded, distributed and monitor their progress, updating the business support team where appropriate.
- Co-ordinate a timely response to enquiries and correspondence relating to committee business ensuring that responses are accurate, consistent and in accordance with Council process and policy.
- Ensure awareness of the Standards Commission for Scotland: Councillor's Code of Conduct, the Member/Officer Protocol, Standing Orders and the Committee Terms of Reference and delegated functions.
- Handle sensitive and personal information in line with appropriate policies and confidentiality guidelines.
- Participate in the development of policy and process improvement working closely with the committee managers and other committee staff.

- Identify potential problems prior to matters being brought before the committee and work with the committee managers on the most appropriate solution.
- Work on projects and democratic and governance assignments ensuring that appropriate policies and processes are being adhered to.
- Identify and evaluate the risks associated with committee business and take appropriate action to control/mitigate the risks.
- Identify and maintain awareness of relevant legislation such as the Local Government (Scotland) Act 1973 and the Public Bodies (Joint Working) (Scotland) Act 2014.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, CONTACTS & RELATIONS, DECISION MAKING)

- Responsible for leading and co-ordinating the production of committee papers, and will manage individual committee business resolving any problems or issues that arise.
- Draft responses and other documents on a wide range of complex and difficult issues.
- The post will work closely with key stakeholders, Executive Directors, Finance, Internal Audit, Legal & Risk, in supporting the Council's political management arrangements.
- The post will provide expert advice and work closely with Elected Members particularly committee conveners and vice-conveners.
- The post holder will have a range of contacts, both internal and external, and will resolve a range of issues when leading and co-ordinating committee business.
- The post will assess and advise elected members and senior officers on matters relating to committee business, ensuring the requirements of political neutrality and political awareness are met.
- Assess situations to determine the importance and urgency of risks and make decisions which are timely and comply with Council policies and procedures.
- The post will work under his/her own initiative in providing support to the political management system.
- The post will require knowledge and skills in supporting political management arrangements and administration equivalent to SVQ4 (or equivalent)
- The post should be able to demonstrate a broad knowledge of relevant local government legislation and Council policy.
- The post should be able to demonstrate analytical and research skills and be able to assimilate and effectively communicate information both verbally and in written form.

ENVIRONMENT

- The post will work autonomously with minimal supervision.
- The post will operate in a changing environment and need to effectively and diplomatically manage competing priorities, interests and pressurised timescales in particular.
- The post must be able to adapt flexibility to new demands, and take appropriate action on matters requiring immediate response.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a Council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The committee officer will have no direct line management responsibility.

RESOURCES

- This post will have shared responsibility for the council papers on line system.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.