

<b>Post title</b>	<b>Committee Officer</b>
<b>Division / Section</b>	<b>Strategy and Insight</b>
<b>Department</b>	<b>Chief Executive</b>
<b>Responsible To</b>	<b>Committee Services Manager</b>
<b>Number of post holders</b>	<b>5</b>
<b>Acting up/ Secondment</b>	<b>No</b>

### Purpose of Job

- Clerk and manage the delivery of the committees, joint boards and working groups that make up the Council's political management system. To manage staff to ensure all allocated workload demands are resourced appropriately.

### 'THE WHAT' – MAJOR TASKS AND JOB ACTIVITIES

- Deliver a professional clerking service and manage a range of business relating to the Council's committees, joint boards and working groups.
- Support the Committee Services Manager with the co-ordination and delivery of committee services including controlling activities, planning, organisation and risk control whilst ensuring that the image and policies of the Council are promoted.
- Promote an integrated, efficient and consistent Council wide approach to delivering political management arrangements supported by the appropriate legislation, governance arrangements, processes and stakeholder engagement.
- 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.
- Produce briefing papers for elected members and directorates.
- 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.
- Produce research and participate in the development of policy and process improvement working closely with the committee officers and other committee staff.
- Interpret complex legislation, information and issues and provide advice including at committees, joint boards and working groups.
- Identify potential problems prior to matters being brought before the committee and work with the committee services manager on the most appropriate solution.
- Support the delivery of long term goals and objectives to achieve the successful delivery of political management arrangements, ensuring these operate within the policies and procedures of the Council.
- Liaise with the business support committee directorate officers to ensure that relevant information is provided for reports and associated committee documentation.
- Manage a range of projects and work streams, utilising the appropriate management tools and systems, to ensure outcomes are delivered on time, on budget and to a high standard, including periods of secondment to roles for electoral events.
- Produce appropriate responses to Freedom of Information Act requests and Standards Commission enquiries.
- Work with the committee services manager and other committee officers to support new initiatives and the strategic direction of the Council ensuring that all committee business is planned in a consistent manner in accordance with the Council's strategic objectives.
- Contribute and work on governance and/or election workstreams and projects as required by the Corporate Governance Manager.
- 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.
- Deputise for the Committee Services Manager where required.

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

- In conjunction with the committee services manager and the other committee officers will support the continuous development of committee services and must take an innovative and proactive approach to service delivery.
- Responsible for leading and co-ordinating the production of committee papers, and will manage individual committee business resolving any problems or issues that arise.
- Prepare briefing papers, draft responses and other documents on a wide range of complex and difficult issues.
- The post is required to be innovative and he/she will deal with complex issues and high level enquiries.
- The post holder will operate within a varying and often conflicting environment requiring a diplomatic and sensitive approach to deal with competing priorities and demands.
- The post will work closely with key stakeholders, Executive Directors and all services across the Council 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.
- Decisions will impact all services across the whole Council.
- Advice must be accurate to ensure that Council decisions are not legally challenged.
- The post will work under his/her own initiative in providing support to the political management system.

#### **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 dealing with emergencies.
- 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 managers will each manage professional staff. The post is required to take on responsibility for the leadership and continuous professional development of these staff, including appropriate mentoring and training, together with consideration of succession planning, risk management and resilience.

#### **RESOURCES**

- The post holder will be expected to manage and deliver projects within allocated budgets and staffing resources.

#### **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.