



CYNGOR SIR POWYS COUNTY COUNCIL



JOB DESCRIPTION

Position Title: Head of Democratic Services

Position Number:

JE Code:

Directorate: Change and Governance

Division/Section: Legal, Scrutiny and Democratic Services

Location/ Work Base: County Hall, Llandrindod Wells

Grade:

Accountable to: Solicitor to the Council

Accountable for: None.

Main Purpose of Post:

To organise the discharge of the “democratic services functions” in accordance with the Local Government (Wales) Measure 2011

Principal Responsibilities:

1. To organise the discharge of the “democratic services functions” in accordance with the Local Government (Wales) Measure 2011 and in particular:
 - (a) to organise meetings of the Council and its committees, including any joint committees it is involved in – but not to provide policy advice to those meetings.
 - (b) to promote the role of overview and scrutiny committees within the authority and to explain their role and function to councillors in general, the council cabinet and other officers.
 - (c) to organise and to provide policy advice to the council’s Democratic Services Committee and its scrutiny committees.
 - (d) to provide support and advice to help individual councillors carry out their role as members of the authority.
 - (e) to produce reports as required on the number of staff required to support democratic services, any new appointments required and how the staff should be organised.

- (f) to carry out any other functions contained within regulations made by Welsh Ministers. eg s 30 Local Government (Wales) Measure 2011 (family absence)
2. The post of Head of Democratic Services ("HDS") is a politically restricted post
 3. It is made clear that the person designated as HDS is not prevented from undertaking other roles.
 4. This position has a requirement for a Standard DBS Check
 5. The ability to pronounce Welsh personal and place-names correctly, and can give/ respond to basic greetings on the telephone or in person is desirable.
 6. The postholder is required to co-operate with their employer and follow health and safety advice and instructions
 7. The postholder is required to abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

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| Prepared by | Clive Pinney | Date | 10.01.14 |
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PERSON SPECIFICATION

Position Title: Head of Democratic Services

Position Number:

Directorate: Change and Governance

Division/Section: Legal, Scrutiny and Democratic Services

| Attribute | Essential | Desirable | Identified | | | |
|---|-----------------------|-----------|-------------|-------------|------|----------|
| | (tick as appropriate) | | App Form | Interview | Test | Exercise |
| <p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of working at senior levels and with elected members | √ | | √ | √ | | |
| <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • A thorough knowledge of the legal framework within which local authorities operate and the practice of meetings including the Code of Conduct | √ | | √ | √ | | |
| <p><u>Registrations, Qualifications & Training</u></p> <ul style="list-style-type: none"> • | | | | | | |
| <p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Ability to form effective and constructive working relationships • Ability to communicate with others | √ √ | | √ √ | √ √ | | |
| <p><u>Safeguarding Requirements</u></p> <ul style="list-style-type: none"> • Standard DBS check | √ | | √ | √ | | |
| <p><u>Skills</u></p> <ul style="list-style-type: none"> • Understanding of working in a political environment, and the ability to develop effective working relationships with Members • Competent on a range of IT packages in order to create reports, presentations and other documents • Excellent written & oral communication skills • Ability to pronounce Welsh personal and place-names correctly, and can give/ respond to basic | √ √ √ | √ | √ √ √ | √ √ √ | | |

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|--|--|--|--|--|--|--|
| greetings on the telephone or in person is desirable. | | | | | | |
| <u>Other Requirements</u> <ul style="list-style-type: none"> • | | | | | | |

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| Prepared by | Clive Pinney | Date | 14.01.14 |
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