JOB PACK

DEMOCRATIC SERVICES TEAM LEADER

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Democratic Services Team Leader

Starting salary: £25,295 - £28,785 (Grade F)
Contract type: Permanent
Hours: 37 per week
Location: Based in Spalding, Lincolnshire

The purpose of this role is to support the Executive Management Team and elected members in ensuring an efficient officer and member support service to include the management of the committee system, constitutional advice, administrative support to the Monitoring Officer and to ensure that elected members have access to appropriate development opportunities.

The successful candidate will support the Democratic Services Manager and lead a small, friendly team in a challenging and stimulating environment. You must be organised, accurate and able to work under pressure to pre-determined deadlines. You will be confident and tactful in dealing with elected members and senior officers and be able to think logically and plan ahead.

Benefits include a local government pension scheme and flexitime.

Further details and an application form can be downloaded from our website www.sholland.gov.uk.

Completed application forms must be emailed to jobs@pspsl.co.uk or sent by post to South Holland District Council, Council Offices, Priory Road, Spalding, Lincolnshire PE11 2XE and be received by the closing date deadline below.

If you would like an informal chat after reading the job information contact Rhonda Booth, Democratic Services Manager on 01775 764705

Closing date: Friday 20 September 2019
SHDC reserve the right to change the closing date, depending on application numbers.

Interview date: Friday 27 September 2019
Interview dates are subject to change - applicants are advised to keep checking the Current Vacancies page on the SHDC Website for latest information.

South Holland, Lincolnshire
A great place to live
Find out more at: www.sholland.gov.uk
IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971.

If you are successful and accept an offer of employment with SHDC, you will need to provide the following documents:

1. A UK passport showing that you are a British Citizen who has the right to live in the United Kingdom

2. A national identity card or passport to show that you are a national of the European Economic Area (EEA).

If you cannot provide either of the above documents you may supply:

- An official document showing a National Insurance number, along with a full birth certificate, or a letter from the Home Office, or an Immigration Status Document;

OR

- A work permit, along with either a passport or a letter from the Home Office, which in either case must confirm that you have permission to enter or remain in the United Kingdom and take the work permit employment in question.
JOB DESCRIPTION

POST TITLE
Democratic Services Team Leader

TEAM
Democratic Services

GRADE
Grade F

RESPONSIBLE TO
Democratic Services Manager

RESPONSIBLE FOR
Supervision of staff in Democratic Services Team

JOB PURPOSE

To support the Executive Management Team and elected members in ensuring an efficient officer and member support service (to include management of the committee system, constitutional advice, administrative support to the Monitoring Officer and to ensure that elected Members have access to appropriate development opportunities).

Deputising for the Democratic Services Manager in their absence or at their direction.

KEY ACTIVITIES

1. To work with the Democratic Services Manager to ensure the Council’s key initiatives are effectively programmed through the Council’s decision-making processes, including the provision of the Key and Exempt Decision Plans and detailed committee work programmes.

2. To ensure the Council’s committee system is effective and efficient in managing the Council’s business with agenda papers and minutes accurately and promptly published.

3. To be the Lead Officer in giving advice on the procedural and administrative aspects of the Committee process and constitution; to assist Chairs, Lead Officers and senior officers on the conduct of meetings and provide briefings as necessary.

4. Supervision of Democratic Services Officers including the allocation of work.

5. Day to day responsibility for Committee administration, Councillor Development and Scrutiny Functions, with particular responsibility for Cabinet, Strategy Board, Forward Reports Planner, Key Decision Planner, Exempt Decision Planner and Calendar of Meetings.

6. Lead on further development of Modern.Gov

7. To act as the system administrator for the Council’s Modern.Gov system
8. To be a key advisor on the Council’s constitution and on matters relating to the decision-making processes of the council.

9. To lead on work with partner authorities and bodies and in particular to work with our key strategic partner, Breckland District Council, in order to provide reciprocal support, information and advice across the two teams.

10. To assist the Monitoring Officer and Deputy Monitoring Officer, as directed, during standards investigations.

11. **Support the Manager in making sure the Team offers a customer focused service and strives to be innovative in its search for continuous improvement.**

12. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**

13. **Attend meetings as required (you will need to be flexible in working hours).**

14. **Comply with the Council’s Constitution and policies.**

15. **Perform any other relevant activities as required by the Democratic Services Manager.**

All the Council’s staff have the activities highlighted in bold included in their job descriptions.

This job description was reviewed in August 2019 by the Democratic Services Manager.
PERSON SPECIFICATION

POST TITLE AND NUMBER Democratic Services Team Leader

SERVICE UNIT Strategy and Governance

TEAM Democratic Services

GRADE Grade F (SCP 20-25)

The letters in brackets denote how we will establish if you meet our criteria and they have the following meaning: (A) = Application Form, (AC) = Assessment Centre, (I) = Interview, (R) = Reference and (T) = Test.

<table>
<thead>
<tr>
<th>Education &amp; Training</th>
<th>Essential</th>
<th>Match (√/x)</th>
<th>Desirable</th>
<th>Match (√/x)</th>
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<tbody>
<tr>
<td>Educated to A'Level standard or equivalent relevant experience; (A)</td>
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<td>Fully qualified in an appropriate qualification (e.g. NVQ in Democratic Services Level 4) or full intermediate level qualification in business/admin/law (e.g. HNC)</td>
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<tr>
<td>High level of numeracy and literacy. (A I)</td>
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<tr>
<th>Relevant Experience</th>
<th>Essential</th>
<th>Match (√/x)</th>
<th>Desirable</th>
<th>Match (√/x)</th>
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<tr>
<td>Five years’ experience of working in an office environment; (A I)</td>
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<td>A formal management qualification.</td>
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<td>Experience of dealing with the public and elected members; (A I)</td>
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<td>Experience in local government or similar environment of supporting and advising elected members and officers on democratic decision-making processes. (A I)</td>
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<td>Previous experience of</td>
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staff supervision; (A I)

Experience of working with members and senior management. (A I)

Previous experience of supervision; (A I)

Ability to prioritise and allocate workloads; (A I)

Ability to work under pressure and adhere to strict timetables; (A I)

Ability to undertake a high volume of work to a high degree of accuracy (A I)

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<tr>
<th>Essential</th>
<th>Match (√/×)</th>
<th>Desirable</th>
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<tr>
<td>Knowledge</td>
<td>a) Knowledge and understanding of the customer service ethos (A)</td>
<td>a) An understanding of current issues in local government (I)</td>
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<tr>
<td>Skills &amp; Abilities</td>
<td>a) A good level of literacy, including computer literacy (A/I)</td>
<td>a) Capacity for innovation (I)</td>
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<td></td>
<td>b) Accuracy and attention to detail, particularly when working to tight deadlines (A/I)</td>
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<td>c) Ability to work on own initiative as well as part of a team (A/I)</td>
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<tr>
<td>Other Attributes</td>
<td>Essential</td>
<td>Match (✓/×)</td>
<td>Desirable</td>
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<tr>
<td></td>
<td>a) Willingness to work non-standard hours when necessary (A/I)</td>
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<td>b) Commitment to equality &amp; diversity (A/I)</td>
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<tr>
<th>Competencies (see the document titled ‘People Plan’ which describes these competencies in more detail)</th>
<th>Essential</th>
<th>Match (✓/×)</th>
<th>Desirable</th>
<th>Match (✓/×)</th>
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<tr>
<td>a) Leading with impact</td>
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<td>b) Innovative and forward thinker</td>
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<td>c) Collaborative partner</td>
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<td>d) Commercial awareness</td>
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<td>e) Effective communicator</td>
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<td>f) Delivering excellence</td>
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As part of the positive about disability standard, the Council has committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities. Further information can be found at www.jobcentreplus.gov.uk.

All the Council’s staff have the activities highlighted in bold included in their person specification.

*This person specification was reviewed in (August 2019) by (Democratic Services Manager).*

South Holland District Council has a Smoke-Free Policy. Smoking is not permitted in any of the Council’s premises or Council owned / leased vehicles.
Brief Outline of Conditions of Service

Salary

Salary progression is by increments on 1st April each year until the top of the grade is reached. Employees with less than six months service on 1st April will receive their first increment six months after their appointment/promotion.

Probation

Employees that are new to local government will be appointed on a six months probationary period. The Council may not insist on this requirement and agree a shorter probationary period, or may extend it, with the agreement of the employee.

Hours of Work

A flexi-time scheme exists to allow all permanent and temporary employees where possible, the opportunity to adjust their hours more closely to their individual needs.

Employees are generally required to be in their place of work during ‘core time’ which is between 10.00 am to 12.00 noon and 2.00 pm to 4.00 pm.

During a four week accounting period, full time employees can go up to an extra 10 hours by working more than the standard 37 hour week. Part-time employees can build up a proportional amount. Alternatively, employees can also ‘owe’ time, by not working their contracted hours in a four week accounting period.

Employees can take up to one standard day (or 2 half days) off per four week accounting period. A maximum of 13 standard days can be taken as ‘flexitime’ in each leave year, April - March.

Our office opening hours are currently being reviewed. At the moment, the office opening hours are:

Monday to Thursday 8.30am – 5.15pm
Friday 8.30am – 4.45pm.

Leave

Annual leave entitlement is 4.8 working weeks increasing to 5.6 working weeks after 5 years continuous local government service. There is also a pro-rata entitlement to the 8 bank holidays.

Holiday Purchase Scheme

Holiday Purchase is a scheme designed to allow employees to ‘buy’ additional annual leave. Employees (full-time and part-time) are able to request to purchase up to 2 working weeks additional annual leave. The annual leave can be taken in blocks or as individual days.

The cost of the additional leave can be deducted from the employee’s salary for the month that the leave is requested and taken or can be spread over the year.

Applications must be made by 1 January for the following leave year which starts in April.
Payment of Salaries

Salaries will be paid on a calendar monthly basis no later than the 23rd of each month. Payment of salary will be made by direct credit of net pay to a Bank or Building Society account specified by the employee.

Pension Scheme

All employees may join the scheme provided that:

i) they are medically fit; and
ii) they are under the age of 75

Employees pay a basic contribution of 5.5% to 7.5% of their salary (depending on their salary level). The employer pays a contribution of 16.7%.