

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Corporate Governance & Democratic Services

SECTION: Committee Services

GRADE: PO2

POST DESIGNATION: Committee Services Officer

Purpose of Job:

To be responsible to the Committee Services Manager for:

- i) Providing an effective high-quality support service to Council Committees, other Member level bodies, appeal panels and partnership boards during and outside normal office hours. To be responsible for all aspects of servicing one or more major Member level bodies.
- ii) Ensuring and advising on public access to meetings and reports in accordance with the Council's Constitution, and to ensure meetings and reports comply with the principles of good governance and decision-making.
- iii) Advising Officers, Members and the public on the Council's constitution and all matters related to the Council's governance.

Main Duties:

1. Develop and maintain own knowledge/expertise/awareness in the functions covered by the Service and of changes in law and practice as they affect the service.
2. Advise the Service Manager of any proposals for improvement of the service and implement agreed proposals.
3. Provide professional advice to Officers, Members and the public on the Council's Constitution and all matters related to the Council's governance.
4. Provide professional advice to chief officers, the CE, Members and the public on all aspects of Planning law; licensing law and other statutory functions of the Council.
5. To be responsible for checking all reports received from chief officers across the Council and returning them when needed, advising of changes required and giving reasons for these changes.

6. To be responsible for publishing and maintaining a Forward Plan of all upcoming decisions in the Council.
7. To attend meetings of the Council on a regular basis, usually weekly but not limited to this, both at Council offices and in external locations. These meetings are generally held in the evenings but some daytime meetings will also require attendance.
8. Be responsible for all aspects of managing and servicing Member level and partnership board meetings and school appeals and licensing hearings, including administration, as allocated by the Service Manager.
9. To be responsible for all administration for Scrutiny Panels. To undertake any other work required for Scrutiny panels as directed by the Scrutiny Manager, Committee Services Manager or Head of Service.
10. To be responsible, on behalf of the Monitoring Officer, for ensuring propriety in Member level decision-making.
11. To monitor, and initiate, where appropriate, action required to implement Member level decisions.
12. To be responsible for notifying interested groups and individuals of meetings at which matters that may affect them are to be discussed and facilitate communications with outside organisations / agencies on matters relating to the formal decision-making process.
13. To promote the Council's commitment to open government and participation and to actively develop new ways of working to encourage community engagement, particularly with 'hard to reach' sections of the community.
14. To provide advice and information to the public about previous decisions, the meeting process and roles and responsibilities of Members.
15. To assist and participate in the development, planning and delivery of training for Members, Officers and members of the community including partnership organisations, agencies, appeal panel members and volunteers.
16. To actively participate in corporate working parties as required including producing and presenting reports as directed.
17. To consistently set and achieve high standards, taking responsibility for actions and always acting with integrity.
18. To understand and uphold the democratic legitimacy of the Council and the role of councillors; always demonstrating accountability and loyalty to the Council, its vision, strategies and priorities.
19. To be responsible for keeping knowledge and skills up to date.
20. To work with team members to find ways to continually improve and develop the service, achieve efficiency savings and solve problems.

21. To actively work with other teams across the Council and with other partners to deliver service improvements.
22. To listen and respond to the concerns of elected members, partners, service users and customers.
23. Ensure understanding of the Council's, and the service's vision and priorities and its role in delivering them.
24. To undertake any other work appropriate to the level and general nature of the post's duties.
25. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
26. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
27. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

Designation of the Post to which the Post-Holder normally reports to:

Committee Services Manager