Job Description

POST IDENTIFICATION

Post Title	Governance Officer				
Grade	5	**Job Evaluation ID:**	2094b	**Date Evaluated/Reviewed**	March 2018

Service Area	Law & Regulation				
Service Team	Democracy and Communication				
Responsible to	Governance Team Leader				
Areas of Responsibility	Governance				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	Yes	**DBS Required**	No
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To provide comprehensive, efficient and high-quality administrative support to the teams within the Democracy and Communication section.

This role will be predominantly specialising in supporting the Scrutiny and Governance, and Cabinet functions. The role will also from time to time support the Democracy and Communications Manager in supporting other functions within the wider unit, including Communications and Events.

KEY RESULT AREAS

1. To provide a high level of customer service to internal and external colleagues, councillors, customers and partners of Newport City Council.
2. To ensure that all Council Committees are provided with a comprehensive and efficient support services to enable them to discharge their roles.
3. To ensure that all Members are provided with a comprehensive, high-quality and efficient support service to enable them to discharge their roles.
4. Ensure appropriate process and procedures are adhered to in the implementation of the Council's Democratic decision making process.
5. Assist and support with general enquiries from Councillors.
6. Under the direction of the Governance Team Leader, ensure the intranet and internet pages are updated with relevant and up to date information.
7. Support to Council Committees and other Member meetings:
    - Arranging meetings of Committees and other Member meetings which relate to the exercising the Councils Governance function.
    - Arranging meetings of Scrutiny Committees, Sub-Committees, Working Groups, Chair briefings and other meetings;
    - Attending meetings and taking minutes of Committee meetings, and other Member meetings under the direction of the Governance Team Leader;
    - Attending meetings and taking minutes of Scrutiny Committees and Policy Review Group meetings;
    - Preparation, distribution and publication of Agendas.

- Ensuring compliance with Welsh standards in the publication of meeting papers;
  - Maintaining records of recommendations and actions;
  - Monitor and manage the shared mailbox and calendars in line with agreed procedures.
- Operate the Council's webcasting software, for the broadcasting of meetings.
- Ensuring that the Council's calendar of meetings is maintained, and appropriate appointments sent through the Democratic Services / Scrutiny / Cabinet calendars in line with agreed procedures.

8. To assist and support the Governance Team Leader in maintaining a secure system for the management and retention of documents and for public access to relevant Reports, decisions and background papers which is compliant with statutory requirements.

9. Implement agreed procedures to ensure compliance with the Welsh Language standards in the publication of meeting papers, and maintenance of the Councils web pages populated through the agenda publication software (Modern.gov).

10. To identify any training and personal development requirements and to assist the Governance Team Leader in the allocation of work and the provision of training and guidance to meet those assessed needs.

11. To assist the Scrutiny and Governance Manager in developing and implementing Operational Service Plans and priorities for the Scrutiny and Governance Team in accordance with the Council's performance management framework and in line with corporate policies and objectives.

12. Assist with the processing of ordering and invoicing for the Scrutiny and Governance and Cabinet functions, in line with agreed procedures.

13. To undertake such other duties as may be allocated from time to time by the Governance Team Leader and the Scrutiny and Governance Manager.

14. To assist the Democracy and Communications Manager in support of other functions within the wider team as necessary.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications	• A minimum of 5 GCSEs or equivalent (including English) • A-levels or equivalent experience at an appropriate level	• Click here to enter text.
Knowledge	• Click here to enter text.	Understanding of working within a political environment
Experience	• Experience in an administrative role. • Experience of dealing appropriately with confidential and sensitive information.	• Some relevant local government experience • Experience of working directly with councillors •
Aptitude & Skills	• Good communication and interpersonal skills • Good organisational and work management skills • Competence on a range of IT packages.	• Click here to enter text.

	• Ability to work under pressure and unsupervised.	

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Share best practice and contribute to development of practices. Maintain a realistic and positive attitude to change.

Communicate openly, being straightforward with people to generate trust and confidence.

Use initiative to follow procedures to make appropriate decisions. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Listening / Speaking Skills	0	Writing Skills	0	Reading / Understanding Skills	0

Special Conditions

Disclosure & Barring Service Disclosures	Not applicable
Politically Restricted	The post you are applying for is politically restricted under the provisions of the Local Government and Housing act 1989. If you wish to receive further information about politically restricted posts e-mail human.resources@newport.gov.uk
Other (including physical demands and working conditions)	Requirement to work flexibly to meet the demands of the service. Must be able to work outside normal office hours and away from the normal office base, if required.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here