

## Democratic Services Officer

### Job Description

|                                         |                                                                                                                                                                                        |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grade LS 13</b>                      | <b>Democratic Services Officer</b>                                                                                                                                                     |
| <b>Responsible to</b>                   | <b>Democratic Services Team Leader</b>                                                                                                                                                 |
| <b>Responsible for</b>                  | To assist in the provision of Democratic Services including the servicing of Council meetings and member groups, and to support the Leader of the Council and the office of the Mayor. |
| <b>Job Objective</b>                    | To provide support to Councillors including agenda preparation, minute taking and any other duties to aid them to undertake their democratically elected role                          |
| <b>Main Duties and Responsibilities</b> | Prepare agendas, reports and minutes of various committees and member groups of the Council including attendance at evening meetings                                                   |
|                                         | To work closely with the IT and Facilities teams to ensure the smooth running of the Council's livestreaming facilities                                                                |
|                                         | To administer the running of in-person, hybrid and virtual meetings                                                                                                                    |
|                                         | Maintain a computerised record of agendas and minutes using ModGov                                                                                                                     |
|                                         | To update the internal work programme, forward plan, ModGov and Councillors' Portal as required                                                                                        |
|                                         | Provide general support to elected Councillors by co-ordinating both internal and external member training                                                                             |
|                                         | Provide PA support to the Leader of the Council with day-to-day administrative tasks, including diary management                                                                       |
|                                         | Support the Mayor's civic engagement programme and event attendance throughout the municipal year                                                                                      |
|                                         | To develop and encourage close links with colleagues elsewhere throughout the Borough Council to ensure that access to information regulations are met                                 |
|                                         | Provide financial administration support to the department including raising purchase orders and verifying invoices                                                                    |
|                                         | To provide support as necessary for projects on Democratic Services such as Local Government Reorganisation and Community Governance Reviews                                           |
|                                         | Any other duties commensurate with the grade for the post as may from time to time become necessary                                                                                    |

Approved by: Charlotte Caven-Atack



Signed:

Date: 24<sup>th</sup> September 2026