

Democratic Services Officer

Job Description

Grade LS 13	Democratic Services Officer
Responsible to	Democratic Services Team Leader
Responsible for	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.
Job Objective	To provide support to Councillors including agenda preparation, minute taking and any other duties to aid them to undertake their democratically elected role
Main Duties and Responsibilities	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
	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: October 2025