

JOB PROFILE

GOVERNANCE ASSISTANT

Overview	
Post No.	RGOV020
Grade	2
Directorate	Resources & Organisational Development
Service Area	Governance
Team	Member Services / Electoral Services / Legal
Reporting to	Senior Solicitor/ Asst. Corporate Solicitor/ Member Services Manager/ Electoral Services Manager

The Job
<ul style="list-style-type: none"> General administrative assistance across the Governance team Assist in the delivery of committee administration, legal and electoral functions
Generic Accountabilities of the Role
<ul style="list-style-type: none"> Provide administrative support for council, cabinet and committee meetings, including preparation of agendas, preparation and checking of minutes, ensuring the effective and efficient running of meetings. Attend statutory meetings. Liaison with members and officers regarding council, cabinet and committee business, including publication of information for members. Facilitating effective dialogue between members and officers Assist the Legal Business Support Officer in providing administrative assistance to the Council's lawyers and the Monitoring Officer as needed Assist in the processing of Freedom of Information and EIR requests. Provide administrative support for all elections and electoral registration functions and assist in the delivery of electoral events.

Required Professional and Personal Attributes	
Qualifications Educational and Professional	<p>Essential:</p> <ul style="list-style-type: none"> English to GCSE grades "A" to "C" or equivalent <p>Desirable:</p> <ul style="list-style-type: none"> Level 3 Business Administration
Experience	<p>Essential:</p> <ul style="list-style-type: none"> Understanding of good file and diary management practices General understanding of committee processes and procedures
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> Diary management File management Provision of administrative assistance within a local government context

	Desirable: <ul style="list-style-type: none"> Supporting delivery of elections Attending and facilitating statutory meetings (including set-up and operation of live streaming, recording and electronic voting at such meetings)
Special Aptitude/Skills	Essential: <ul style="list-style-type: none"> Confident in a political and legal environment Digital skills and ability to use the full Microsoft suite. Minute taking experience Desirable: <ul style="list-style-type: none"> Use of Iken (or equivalent) legal case management tools Experience of Mod.gov (or equivalent) committee management software Experience of Xpress (or equivalent) electoral services software.
Personal Behaviours	<ul style="list-style-type: none"> Able to collaborate and communicate openly and be approachable and fair. A “can-do” attitude. High level of personal integrity. Capacity and desire to develop relevant skills and knowledge. Strong written and verbal communication skills with attention to detail. Ability to work to deadlines.
Other	<ul style="list-style-type: none"> Flexible in working arrangements to respond to needs of the business. Ability to attend meetings outside of office hours.

The grade for this post is determined by Job Evaluation.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.