



EARLEY TOWN COUNCIL

Democratic Services Officer

Application Pack



EARLEY TOWN COUNCIL

The Town of Earley

Since it was first mentioned in the Domesday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. Its position, to the south east of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well known businesses, is within the Town's boundaries. In recent years, the Town has been the subject of significant residential development, including the *Lower Earley Development* in the late 1980's/early 1990's which saw the building of around 9,000 additional dwellings.

The Council

Earley Town Council was created in 1974 following the reorganisation of Local Government. Following the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area.

The residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2019.

The Town Council currently employs 27 full and part-time staff and has an annual turnover of around £1.2m.

The Council's Mission Statement is:-

"Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner."

Functions of the Town Council

The Town Council currently manages four community centres (Maiden Place Centre, Radstock Lane Centre, Silverdale and Centrepont Community & Youth Centres) and the Town Council Offices, a former farm house, situated in Radstock Lane, Earley. In addition it owns Maiden Erlegh Park, which is a Local Nature Reserve and has an on-site teaching classroom, a cemetery at Mays Lane and an Allotment Site. It is also responsible for the management of parks and sports areas, including Sol Joel park, an ancient woodland area and other open spaces.



JOB DESCRIPTION

DEMOCRATIC SERVICES OFFICER

Description of the Post:

To be responsible for the operation of the Council's democratic services. To be responsible for the Town Mayor's diary, to provide support to the Town Mayor and to be responsible for the organisation of the annual Town Mayor's Reception. To act as Line Manager for the Administration Team. Attendance at some evening meetings will be required.

Line Manager: The Town Clerk

Duties and Key Responsibilities:

DEMOCRATIC SERVICES

1. Provide an effective support service to Council, committee and appropriate working party meetings.
2. Prepare agendas and papers for Council meetings including working parties and the Town Electors meetings and circulate in accordance with statutory requirements/timescales and good practice.
3. Attend Council, committee and working party meetings and prepare minutes, ensuring they are signed in accordance with statutory requirements and published on the Council's website.
4. Maintain records of agendas and minutes.
5. Action matters arising from the meetings attended as appropriate.
6. Keep the record of attendance at Council meetings.
7. Provide information and advice to Members following and in between meetings, as appropriate.
8. Responsible for inviting appropriate representatives from other organisations to the meetings and to develop and maintain good working relationships with external organisations, groups and service providers as appropriate.
9. Maintain and keep the register of Members' declaration of interests updated and liaise with the Monitoring Officer as required.
10. Support the Town Clerk in dealing with any matters relating to the Members' Code of Conduct.
11. Assist the Town Clerk and Deputy Town Clerk with arrangements for the Annual Town Electors' Meeting.



TOWN MAYOR SUPPORT

12. Responsible for the Town Mayor's diary - receiving invitations, liaising with the Town Mayor and Deputy Town Mayor with regards attendance and responding to invitations accordingly.
13. Ensure all relevant civic protocols are followed, including gaining the appropriate permissions for the wearing of the Mayoral regalia.
14. Providing administrative support to the Town Mayor and Deputy Town Mayor as required.
15. Following discussions with the Town Mayor, to be responsible for the ordering, signing and posting of the Town Mayor's Christmas cards.
16. Responsible for the organisation of the annual Town Mayor's Reception. To liaise with the Town Mayor and to issue all invitations, deal with responses and to organise refreshments.
17. Arrange for the engraving of all Mayoral regalia to be done in a timely manner.
18. Arrange for the annual Mayoral photograph to be taken.

GENERAL

19. Act as Line Manager for the Administration Team, including officers working in the Help Shop, providing leadership and guidance as necessary.
20. Manage leave requests for the Administration Team and liaise with the Deputy Town Clerk on matters of absence, including sickness.
21. Conduct annual appraisals for the Administration Team and liaise with the Town Clerk and Deputy Town Clerk on outcomes.
22. Along with other colleagues assist in providing senior officer cover in the Council offices when necessary.
23. Carry out all duties ensuring the health and safety of resources within the post holder's responsibility and ensure that personal responsibilities of Health and Safety, as laid down in law and guidelines, are followed.
24. Any other duties consistent with both the grade and the scope of the post.



PERSON SPECIFICATION

DEMOCRATIC SERVICES OFFICER

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills and experience meet some or all of them as the shortlisting decision will be based on our assessment of you against these criteria.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> ▪ Understanding of democratic decision-making processes and the roles of elected members 	<ul style="list-style-type: none"> ▪ Knowledge of local government ▪ Knowledge of law and procedures relating to town council decision making ▪ Familiarity with Earley
Experience	<ul style="list-style-type: none"> ▪ Experience of servicing meetings, producing agendas, taking and producing minutes ▪ Experience of managing own workload and working to deadlines ▪ Track record of making a positive contribution to an organisation ▪ Experience of liaising with representatives of other organisations ▪ Previous experience of Line Management 	<ul style="list-style-type: none"> ▪ Experience of working with elected members or boards of directors ▪ Experience of dealing with ongoing multiple issues over a period of time
Skills and Abilities	<ul style="list-style-type: none"> ▪ Ability to present information effectively in Council meetings and to members of the public ▪ Good interpersonal and written skills and the ability to communicate at all levels ▪ Ability to manage committee and meeting processes with regard to timetables, deadlines and legal requirements ▪ Good organisational skills and the ability to manage and prioritise a variety of tasks and busy workload ▪ Good IT skills ▪ Ability to work accurately ▪ Ability to work on own initiative and to be self-motivating ▪ Ability to employ tact and discretion and maintain confidentiality where required to do so ▪ Ability to work as a member of a team 	<ul style="list-style-type: none"> ▪ Good typing skills



Qualifications	<ul style="list-style-type: none"> ▪ Good standard of education – preferably to A level or equivalent 	
Any other requirements to the post	<ul style="list-style-type: none"> ▪ Flexibility and a willingness to learn ▪ Ability to work some evenings ▪ Interest in serving a local community ▪ A proactive approach to work 	

SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Full time, permanent
Salary:	(SCP 20 – 25) £25,295 - £28,785 paid monthly by BACS on the 15 th of the month (half in advance/half in arrears)
Place of Work:	Based at the Council's Offices but may be required to visit other sites
Working Hours:	37 hours per week, during office hours. In addition, attendance at some evening meetings will be required for which time off in lieu will be given.
Leave Entitlement:	<p>The annual leave entitlement for this post starts at 21 days per annum plus two extra statutory days and public holidays and increases with continued service.</p> <p>Continuous service is recognised where continuous previous service is with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 applies.</p>
Pension:	The Town Council offers automatic membership of the Local Government Pension Scheme (LGPS).
Benefits	The Town Council will sponsor any relevant job related training (subject to budget constraints).