

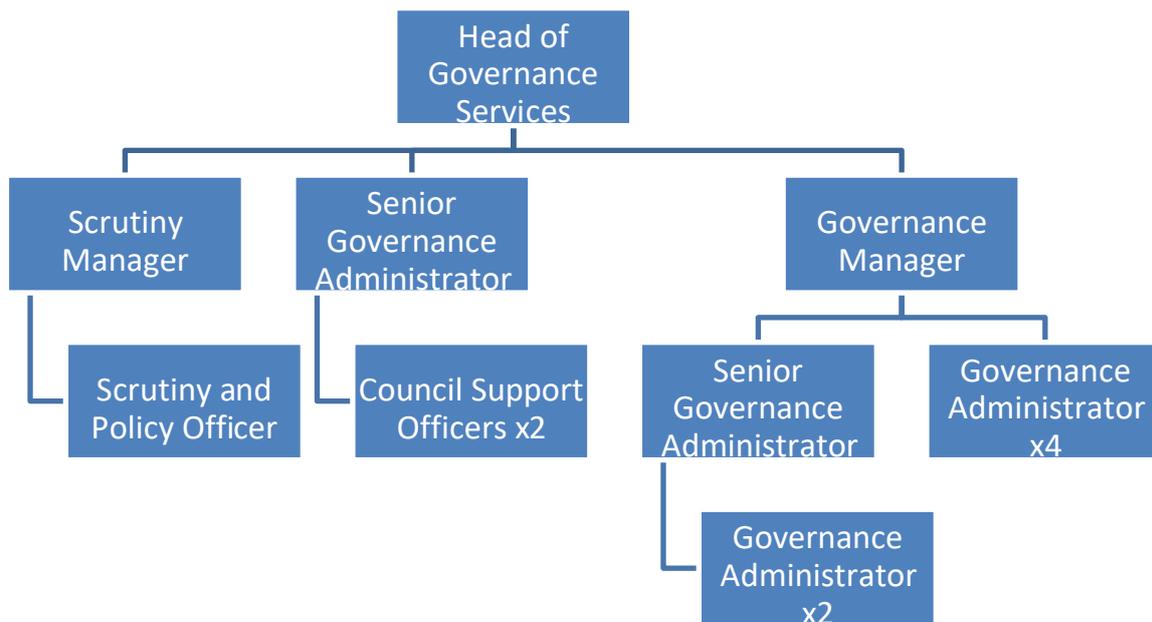
JOB DESCRIPTION

Job Title	Governance Administrator
Position Number(s)	50981793
Department	Governance and Mayoralty
Section or Service	Governance Services Team
Grade	HMgn251

Responsible to:	Governance Manager or Head of Governance and Mayoralty
Employees directly supervised (if applicable):	n/a

Family Tree

Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.



1. JOB PURPOSE:

To work as part of a team ensuring the maintenance of efficient and effective Councillor-level governance arrangements – on both the Leadership Team (executive) and Council/Scrutiny sides - and high quality support to Members of the Council in the performance of their various Councillor roles.

To keep abreast of changes in legislation, Government and Council policy etc. which have implications for the operation of the Council's governance operation and ensure that all relevant information is acted upon without delay.

To provide clear and helpful advice and guidance to Councillors and colleagues across the Council on the operation of the Council's Constitution, relevant legislative provisions and governance 'good practice' in general.

To help ensure that IT and other systems best meet the Team's operational needs.

2. DESCRIPTION OF DUTIES:

- (i) To service and manage the business of one or more Council-side committee(s) and/or executive-side forums, including ongoing liaison with the Chair or Lead Member, agenda preparation, report writing and liaison with report-writers, clerking, minute drafting and all necessary follow-up action.
- (ii) To administer the Council's Forward Plan of Key Decisions and the systems through which Key Decisions are taken, individually and/or collectively, by Lead Members.
- (iii) To represent the Town Clerk at meetings and as otherwise necessary, advising Members and colleagues as necessary on procedural matters and on the maintenance of efficient, effective and proper corporate governance.
- (iv) To exercise a corporate quality control role in relation to reports and other material submitted by departments to those committees and other forums for which the postholder is responsible and to do everything possible to ensure that all reports are prepared clearly written and in the proper form, that they meet statutory requirements and comply with the Council's Constitution.
- (v) To facilitate open and transparent governance arrangements and, pursuant to this, deal helpfully with public enquiries and ensure report/decision publication arrangements comply both with the law and best practice.
- (vi) To work closely as required with the Town Clerk and other senior managers, keeping them fully informed of sensitive developments to enable them to intervene, where necessary, at a formative stage. To advise them also on remedial action that may need to be taken.
- (vii) To advise officer colleagues and Councillors on key parts of the Constitution, procedures and systems and suggest the correct or best way (or alternative ways) of dealing with different governance issues arising.
- (viii) To assist in progressing e-governance developments in relation to the overall functions of the Team.

Continue on separate sheet if necessary.

I agree to the above job description

Post Holder.....

Date.....

Director / Chief Officer.....

Date.....

3. DIMENSIONS:

(WHERE APPROPRIATE)

Quote figures which give a picture of the job as follows:

(a) Annual budgetary amounts with which the job is either directly or indirectly concerned

(b) Any other statistics relating to the work

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Governance Administrator
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QUALIFICATIONS

KNOWLEDGE, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Essential

- A good knowledge of the responsibilities of a London local authority and a clear interest in the role of local Councillors
- An interest and understanding of the role of party politics in local government
- Politically sensitive and mindful of protocol
- Ability to produce high-quality written material for different work purposes, e.g. email, minutes, briefings etc.

- Experience of administering and clerking meetings
- Experience and/or understanding of the challenges in providing support to elected Councillors and/or senior people
- High-level interpersonal skills – smart, well-presented, professional and businesslike, with a friendly, courteous and open manner, able to express yourself clearly, confidently and tactfully to a wide range of people, including senior managers and high profile external people
- An excellent telephone manner, with the ability to screen callers in a courteous and effective way and deal confidently and robustly with difficult callers
- An appreciation of the highly visible nature of this role within the organisation and an organised approach to work, managing information etc. with an understanding of how to make best use of planning tools, progress monitoring progress
- Flexible and adaptable, experienced in working as part of a team
- Significant experience of Microsoft Office applications, especially Outlook, Word, Excel and Powerpoint and an understanding of social media such as Facebook and Twitter

Desirable

- Experience and knowledge of governance procedures and processes, ideally in a local authority setting
- Experience of administering and clerking formal committees
- Experience of working in an office environment
- Experience of working in a customer-facing role
- Experience in maintaining paper and on-line diary systems

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	<p>Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Three A-level passes at Grades A-C <p>Desirable:</p> <ul style="list-style-type: none"> • Educated to degree level
C	<p>Knowledge & Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> • A good knowledge of the responsibilities of a London local authority and a clear interest in the role of local Councillors • An interest and understanding of the role of party politics in local government • Politically sensitive and mindful of protocol • Ability to produce high-quality written material for different work purposes, e.g. email, minutes, briefings etc. • Experience of administering and clerking meetings • Experience and/or understanding of the challenges in providing support to elected Councillors and/or senior people • High-level interpersonal skills – smart, well-presented, professional and businesslike, with a friendly, courteous and open manner, able to express yourself clearly, confidently and tactfully to a wide range of people, including senior managers and high profile external people • An excellent telephone manner, with the ability to screen callers in a courteous and effective way and deal confidently and robustly with difficult callers • An appreciation of the highly visible nature of this role within the organisation and an organised approach to work, managing information etc. with an understanding of how to make best use of planning tools, progress monitoring progress • Flexible and adaptable, experienced in working as part of a team • Significant experience of Microsoft Office applications, especially Outlook, Word, Excel and Powerpoint and an understanding of social media such as Facebook and Twitter <p>Desirable:</p> <ul style="list-style-type: none"> • Experience and knowledge of governance procedures and processes, ideally in a local authority setting

	<ul style="list-style-type: none"> • Experience of administering and clerking formal committees • Experience of working in an office environment • Experience of working in a customer-facing role • Experience in maintaining paper and on-line diary systems
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Our Values & Behaviours	
D	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div style="background-color: #4caf50; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">INTEGRITY</div>

- We act with openness, honesty, compassion, responsibility and humility.
- We let people know what we are doing and communicate why and how decisions have been made.

The following examples are indicators of effective behaviour:

- I demonstrate empathy in my interactions with others.
- I am honest and transparent about the decisions I take.
- I follow through on the actions I say I will take and take ownership for communicating the outcome.

Our residents will feel that:

- I am told when something is not possible and the reasons why are explained to me.
- I feel my perspective is listened to and understood.
- I feel my views are valued

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WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.