

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Committee & Scrutiny Officer	<b>Grade:</b>	PO1
<b>Reports to (Designation):</b>	Committee & Scrutiny Team Leader	<b>Grade:</b>	PO6
<b>Directorate:</b>	Chief Executive's	<b>Department:</b>	Law and Corporate Governance

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#### Main Purpose of the job:

Provide a comprehensive, high quality and efficient support and advice service in relation to the smooth running of the Council's formal governance processes, including its Scrutiny Committees. This will be done through facilitating and coordinating the operation of Council committee meetings, decision-making bodies and working groups. Liaising closely with the Chairs of Scrutiny Committees, supporting agenda planning and following up on the referrals and recommendations made at Committee meetings.

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#### Summary of Responsibilities and Personal Duties:

- Make proper arrangements for all meetings, including the prompt and accurate preparation and publication of agenda and minutes, within strict deadlines, and the efficient conduct of all business of the committee(s) serviced in accordance with all statutory requirements.
- Attend meetings, brief Chairs, listen to debates, and take accurate notes. Write up minutes - a concise, formal record of discussions and decisions made at the meeting.
- Work with and support elected members, senior officers and key stakeholders, including providing advice and guidance on committee and decision-making procedures.
- Develop and maintain a good understanding of the political environment as well as the statutory and constitutional requirements of the role. Keep up to date with professional developments, legislative changes and best practice, applying your knowledge across your areas of work as well as providing training to others.
- Monitor shared mailboxes. Provide advice to, and answer queries from, Councillors, Officers and the general public.
- Respond to procedural questions during meetings, and provide general information regarding Council services or committees outside of meetings.
- Make effective use of IT- particularly the processes for producing agendas, reports, templates, minutes and developing the section's webpages – identifying areas for potential development and ensuring that the systems are utilised to their maximum potential.
- Raise Purchase Orders (PO's) and process invoices and Councillor expenses claims. Be responsible for authenticating invoices and payments in accordance with the Council's financial procedures and regulations.
- Research and collate information for complaints and Freedom of Information (FOI) requests.
- Undertake any other duties as allocated by the Director of Law and Corporate Governance commensurate with the level and expectation of this post.

Internal Contacts: These include all Councillors, senior officers of the Council, officers within the Scrutiny & Committee function.

External Contacts: This will include relevant regional and national networks.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

## PERSON SPECIFICATION

**Job Title: Committee and Scrutiny Officer**

**Grade: PO1**

**Department: Law and Corporate Governance**

### **Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post	
<b>Knowledge</b>	
Knowledge of how local government works and the challenges affecting councils.	<b>S</b>
Knowledge of the statutory framework for executive decision making and standing orders governing councillors and decision making in local government	
Knowledge of Modern.gov would be advantageous.	
<b>Aptitude</b>	
Ability to work with minimal supervision, planning and organising a varied workload within a changing environment to meet tight deadlines on a day-to-day basis	
Have the confidence to give advice or put over a point of view in a public forum, and to senior leaders and councillors.	
Willingness to learn new skills and develop subject knowledge	
<b>Experience</b>	
Planning, scheduling and minute taking for complex meetings	<b>S</b>
Prioritising and organising workload to manage competing priorities	
Working in a demanding, pressurised environment, managing stakeholder relationships to balance the competing needs of councillors or senior leaders/ stakeholders	<b>S</b>
Handling contentious and confidential issues in an effective manner	
<b>General Education</b>	
No specific requirements	
<b>Personal Qualities</b>	
Confident providing advice and support to senior leaders or elected Members	
Comfortable with learning new areas of work and conducting research to ensure an effective knowledge of a subject area	
<b>Circumstances</b>	
Available for frequent evening meetings, sometimes at short notice.	
Attend evening Committee meetings in person	

**Physical**

Generally, candidates must meet the standard Lewisham requirements for the post

**DBS Disclosure Required****Basic**☐**Standard**☐**Enhanced**☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)