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| New RDC Logo colour.JPG | **Job Description and Person Specification** |

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| **Job Title** | Senior Corporate Governance Officer  |
| **Section** | Corporate Governance |
| **Reporting to** | Corporate Governance Manager/Head of Corporate Governance |
| **Grade** | Grade 6 | Politically Restricted |

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| **Job Purpose** |
| The Senior Corporate Governance Officer will support the Democratic & Committee Services Manager and Head of Corporate Governance in the development and operational delivery of the Corporate Governance Service through: * Contributing to and supporting the delivery of modern, legally and constitutionally compliant Democratic and Committee services functions, including elections and referendums, voter registration, and providing support to full Council, committees, working parties/task and finish groups, the Council’s scrutiny function and Strategic Management Board.
* Ensuring services are customer focused, high quality, and efficiently and effectively managed within the resources envelope available so that they represent best value.
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| **Job Context** |
| The Corporate Governance section supports and promotes effective and efficient governance arrangements and strategic planning processes across the Council. Comprising of commissioned and directly delivered services, all of which must operate to the highest standards to include:* Delivery of voter registration, elections and referendums, to the required legal standards and timescales, making best use of technology, adopting good practice and a customer focused approach.
* Providing support and advice to Full Council and its committees, sub-committees and working parties.
* Supporting and equipping Elected Members in carrying out their roles through support and training.
* Providing support to the Council’s overview and scrutiny processes.
* Supporting the Council’s Strategic Management Board through the production, monitoring and review of the Council Plan, the Corporate Risk Register and Council policy and performance.
* Developing and embedding corporate standards in areas such as service delivery planning, operational performance monitoring and service risk registers and working with different areas of the Council to achieve this.
* Promoting high standards of information governance and ensuring that Freedom of Information, Data Subject Access requests and the dealing with corporate complaints in a correct and timely manner, driving forward organisational improvements for the Council’s customers.

The section also spans legal and monitoring officer functions through proactively working with a wide range of officers, Elected Members and partners at all levels, providing strategic advice and guidance, and also enabling the Council to fully acquit its responsibilities and deliver its priorities in key areas of Council business such as planning and enforcement. |
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| **Operational Duties** |
| The post holder will be responsible for contributing to the development and delivery of the objectives of the Corporate Governance Service Plan and wider Council Plan through:* Contributing to and supporting the delivery of electoral registration and elections processes and all associated activities.
* Provision of a high quality committee support service to cover all aspects of associated meetings and functions including attending committees and meetings to present reports, record decisions and take minutes where appropriate and required.
* Equipping Elected Members with the knowledge and skills they need to effectively make decisions/recommendations, including supporting Member Development and communications processes.
* Supporting Chairs and Vice-Chairs of Committees and Boards to put in place effective work programmes, ensuring that these are produced and communicated / published as appropriate e.g. the Council’s Forward Plan.
* Supporting the Head of Corporate Governance with regular reviews of the Constitution.
* Contributing towards the planning and development of activities that assist with producing and revising the Council Plan and Council Priorities and to draw up scenarios and implications of these.
* Routinely monitoring and reporting on progress against the Council Plan and contributing towards commissioning and leading programmes and activities to address areas of underperformance.
* Assisting with the production and regular review of the Corporate Risk Register and the delivery of a corporate policy analysis and support function.
* Supporting the development and implementation of the Council’s complaints policy.
* Identifying performance trends from complaints and other sources of information that require corporate resolution, taking action to commission and address them through improvement programmes.
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| **Creativity, Innovation and Problem Solving** |
| Although general guidelines will be available, the post holder will have discretion to interpret these in the light of actual situations and problems encountered and will be expected to:* Apply creative and innovatory thinking in the resolution of routine and more complex problems and handling of issues.
* Amend existing procedures and the involvement in the development of new approaches, within own work area, to fit evolving needs.
* Support the continuous improvement of services within the post holder’s work area with the ability to quickly evolve and adapt to new ways of working in response to changing priorities and needs.
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| **Contacts and Relationships** |
| Support the service in providing professional solutions to both internal and external customers, providing detailed advice and guidance as necessary through:* Advising elected Members and Council officers on the Council’s Constitution, decision making procedure and good practice wherever needed.
* Providing professional advice on all aspects of voter registration and elections procedure.
* Liaison with relevant suppliers including providers of printed materials, equipment, venues and payroll services in support of election and voter registration services.
* Liaison with cross-boundary partners and lead authorities at relevant elections.
* Supporting the delivery of training for elections and voter registration, both through e-learning and face to face sessions.
* Representing the Council at relevant meetings, fostering positive relationships and upholding the Council’s reputation.
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| **Project and Programme Management**  |
| Supporting a range of projects which are consistent with the Corporate Governance Service and participating in teams as necessary, for any cross authority programmes or projects through:* Contributing to the implementation of the Corporate Governance Service Plan and the development of policies and procedures in respect of all corporate governance related activity.
* Assisting in the production, delivering and reviewing of the project plan, risk register and other project documentation for elections and voter registration work, and the associated evaluation exercises.
* Supporting all election associated events including the allocation of resources and budget monitoring
* Assisting with the statutory review of polling districts, polling places and polling stations.
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| **Information Management and Performance Reporting** |
| * Providing accurate and timely information through the analysis of service and other information and the preparation of reports to facilitate evidence based decision making.
* Ensuring excellent data management principals are adhered to through the provision of accurate data, record maintenance and completion of statistical returns in line with legislative or best practice guidelines.
* Ensure effective and proportional performance monitoring and governance arrangements are developed, monitored and reported on for their areas of responsibility.
* Carrying out monitoring and providing regular reports on progress and performance indicators to Officers, Members and others.
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**General**

The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post.

The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.

The Council takes seriously its responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.

**Requirements of the Post**

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|  | **Essential** | **Desirable** |
| **Qualifications / Training** | * Educated to degree level or equivalent or significant experience in a relevant field
* Evidence of continuing professional development.
 | * Membership of a relevant professional body.
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| **Knowledge** | * Knowledge of electoral and democratic services legislation, regulations, processes, policy, and funding.
* Awareness, knowledge and adherence to Information Governance/Data Protection principles.
* Awareness and knowledge and commitment to Equality and Diversity and Health and Safety legislation and of safeguarding responsibilities.
* Knowledge and understanding of local government including its policy framework and legislative requirements.
* Strong awareness of partnership and collaborative approaches that enhance service delivery and maximise best value benefits.
* Delivering corporate and democratic services processes, meetings and events.
 | * Being able to utilise statistical reporting tools for analysis of data and web based research methods for maintaining awareness of best practice and future developments.
* Knowledge of project management and delivery.
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| **Experience** | * Working in local, regional or national Government organisations.
 | * Track record of establishing and maintaining successful working relationships with Elected Members.
* Track record of successful partnership working
* Experience of working closely or directly with key national, regional and local organisations and authorities with regards to elections and voter registration and other corporate responsibilities
* Project and/or programme delivery experience, which includes managing and controlling resources to ensure business objectives are achieved.
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| **Occupational Skills** | * Enhanced ability to plan, allocate and evaluate workloads, determining work methods to achieve objectives
* Ability to seek, evaluate and organise information to aid decision making.
* Enhanced ability to exchange information to solve problems and make decisions through contributing to meetings and group discussions to solve problems and make decisions.
* Enhanced ability to influence, advise and inform others, and build strong and productive working relationships with partners, Elected Members and senior officers.
* Ability to develop and lead the delivery of complex programmes and projects successfully
* Ability to meet deadlines and manage changing and conflicting priorities as necessary
* Ability to create, maintain and enhance constructive working relationships.
 | * IT skills, in particular competent with Microsoft Office
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| **Other** | * Ability to attend meetings outside of normal business hours.
* Ability to work additional hours outside of normal business hours at election time
* Highest professional integrity.
* Personally and professionally resilient.
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