

Rutland County Council

Job Description

Job Title:	Scrutiny Officer
Grade:	SO2 (£30,451 - £32,234)
Department:	Resources Directorate
Team:	Legal and Governance
Line Manager:	Governance Manager

Purpose of the Job:

To provide professional procedural advice to members, officers and the public on the law and practice of governance processes such as delegated decisions, interests and the Forward Plan/Key decisions lists and ethical standards.

To deputise for the Governance Manager in their absence (including clerking at Council and Cabinet).

To advise Scrutiny Committees and the Scrutiny Commission to ensure an effective Scrutiny function.

Key responsibilities:

- Provide advice with regards to the declarations of interest at Scrutiny meetings – personal and pecuniary.
- Advise in relation to the Constitution in particular with regard to procedures and process of the Overview and Scrutiny Committees.
- Provide advice and support to the political and managerial leadership of the Council and its scrutiny committees, thinking and acting innovatively and creatively to support the Chairmen and members of the Scrutiny Committees.
- Undertake comprehensive corporate and departmental policy and strategy reviews, including those of the Scrutiny Commission, scrutiny committees and task and finish groups with high quality, well-evidenced, concise reports and action plans capable of influencing positively the future work of the council and other agencies.
- To provide information relating to any procedural or legislative changes required with regards to Overview and Scrutiny for consideration by the Scrutiny Commission and the Constitution Review Working Group.
- Effectively project manage policy and scrutiny initiatives, reviews and programmes to ensure successful outcomes against the project brief including undertaking risk analysis and taking corrective/mitigating action as necessary.



- Provide advice, guidance and support to senior managers, other colleagues and scrutiny committee chairs and members on corporate policies, implementation of strategic objectives, and scrutiny requirements and activity.
- Keep up to date and identify the implications of new legislation, government policy and developments in the wider community which impact on the council's plans, policies and services.
- Support the development, implementation and production of key corporate and scrutiny planning, prioritisation, management and reporting mechanisms, including service planning and the scrutiny annual report.
- To have a thorough understanding of the Call-in process and to advise Members of the Scrutiny Committees on the requirements and process to be followed in order to Call in a decision effectively.
- To undertake the duties of committee administrator for Council Committee meetings and lead member meetings.
- Monitoring the contents of the Constitution in respect of the Council's committee procedure rules and advising/liasing with the Governance Manager on any necessary amendments.
- Maintaining and updating the Councils Constitution.
- To provide cover for meeting attendance within the Governance service.
- To contribute to the initiation, development and maintenance of administrative procedures and practices governing the work of the Governance service.
- To provide support in implementing and maintaining the electronic Committee management system.
- To assist with the organisation of civic/ceremonial functions.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

- Qualifications** Level 4 / A Level Standard of Education
- Maths and English GCSE or equivalent
- Evidence of continued professional development

One Council, working together for Rutland...



Experience / Knowledge

Ability to advise to a high level on constitutional matters, governance procedures and democratic processes

Knowledge of Executive and non-executive governance arrangements including scrutiny

Understanding of key pieces of legislation and the Constitution as they related to Local Authority decision-making

Knowledge of Local Government legislation relevant to the service

Knowledge of the ethical framework as set out within the Localism Act

Ability to interpret Constitutional provisions

Ability to prepare clear and concise minutes, reports and decision-notices

Flexibility and willingness to get involved in a variety of Council activities including civic support

Able to command respect across the Council's Leadership and backbench members

Experience of Democratic Services gained in a local authority environment

Experience of advising elected members.

Skills

Excellent written and oral communication and presentation skills including report writing and minuting skills

Ability to work on own initiative with minimal supervision

Organisational and time management skills – self and others

Ability to see projects through from start to finish

Able to manage heavy workload and conflicting priorities



High level interpersonal skills to engaged with officers, members, the public, agencies and partners to ensure a professional image of the Council

High level skills using technology relevant to the role – Microsoft packages, word, excel, powerpoint, outlook

Good presentation, communication and interpersonal skills

Ability to work flexibly and adapt to changing priorities

Organised and attentive to detail

IT skills, particularly Word, Excel, Outlook and PowerPoint

Values

Able to recognise discrimination and be willing to put the councils policy into practice

Flexible and able to work as part of a busy team and occasionally out-of-hours for meetings and as the service requires

Able to work on own initiative and be a self-starter, prioritising work with minimum supervision and work under pressure

Confident and assertive

Political sensitivity and the ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement

