



Stotfold Town Council

Democratic Services Manager

Recruitment Pack

January 2024

Stotfold Town Council – An Introduction

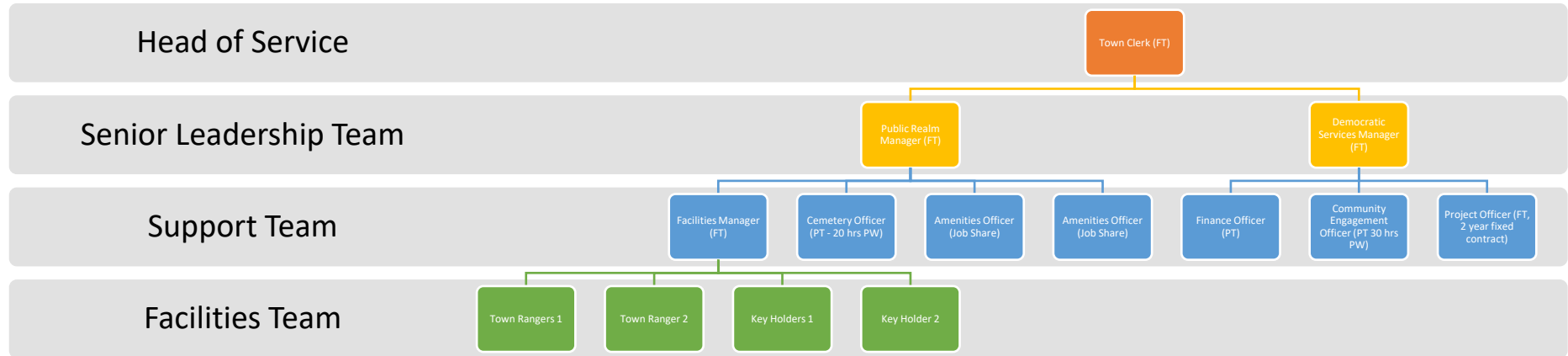
Stotfold is situated in the southeast of Bedfordshire, close to the border with Hertfordshire. The town extends over an area of 2207 acres making this a large parish. The present population is approximately 12,300 people. It has excellent transport links, with easy access to the A1 and Arlesey train station, with fast trains to London is easily accessible.

The town council's responsibilities include:

- Hitchin Road Recreation Ground
- Riverside Playing Field
- The Green
- Arlesey Road Recreation Ground
- Greenacre Park
- Millennium Green
- Stotfold Cemetery
- Town Council owned street lighting
- The Memorial Hall
- The Simpson Centre (home of the library)
- The Greenacre Centre
- Pix Brook Play Area
- Public Conveniences and Car Park – Brook Street
- Public Conveniences - Arlesey Road (Arlesey Road/Football Club car park)
- Allotment Sites in the Town - Norton Road and Common Road (latter site owned by Eleemosynary Charity of William Field, and managed by the Town Council)

Stotfold Town Council is the first tier of local government responsible for the management of local leisure facilities and the governance required to undertake this process. Following a decision to review the staff structure, there are a number of roles which are currently being advertised including the role of Democratic Services Manager.

Stotfold Town Council – New Staff Structure



Democratic Services Manager

As part of review of the staffing structure of the organisation, there is a vacancy for a Democratic Services Manager. In this brand-new position, you will be providing high professional standards, unparalleled quality, and efficient support to the town council. You will be responsible for:

- Providing high quality and efficient, support, training, and advice to Councillors to ensure they have the resources and information needed to make informed decisions and represent their community effectively.
- Bring innovation and efficiency to our democratic processes, ensuring transparency, accessibility, and efficient execution of administrative functions.
- Supporting the Town Clerk in the development of policy that addresses the needs of the organisation, community and oversee its implementation.
- Supporting the Town Council's response to planning obligations.
- Overseeing the Town Strategy Committee
- Managing the Town Council offices including IT implementation, phone, and ancillary items, ensuring the effective operation of technology systems.

Do you have:

- Strong leadership with the ability to inspire and manage a team.
- Exceptional communication and interpersonal skills
- Innovative mindset with a passion for driving positive change.

Salary: SCP 24-28 £33,024-36,648

Full time with some home working, flexible working, time off in lieu, pension, generous holiday entitlement.

Please download our application pack from our website: [Vacancies - Stotfold Town Council](#)

If you have any questions, please contact Emma Payne, Town Clerk 01462 730064 recruitment@stotfoldtowncouncil.gov.uk

Closing date for applications: Monday 19 February 2024, noon.
Interviews will be held w/c 4 March 2024.

DEMOCRATIC SERVICES MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Democratic Services Manager
Responsible to:	Town Clerk
Responsible for:	Community Engagement Officer, Project Officer
Salary:	SCP 24-28 (£33,024- £36,648)
Workplace:	Greenacre Centre, Valerian Way, Stotfold SG5 4HG Hybrid working after probation period.
Days:	Monday to Friday with some evening and weekend work Core hours 10-4 with flexible working.
Hours:	37 hours per week
Car Use:	Casual User
Annual Leave:	25 plus 2 concessionary days, rising to 30 days after 5 years' service.
Other criteria:	Some home working, flexible working, pension

Job Purpose

- To promote the highest professional standards and ensure good governance.
- To provide high quality and efficient support, training, and advice to Members to discharge their roles.
- To deliver the democratic administration around Council meetings.
- To support the Town Clerk in the development of policy and its implementation.
- To administer and support the Council's planning consultative function.
- To support the Town Strategy Committee.
- To manage the Council offices, including IT, phone systems and ancillary items.

Key Responsibilities

1. Undertake all tasks associated with administering the Council's governance arrangements, including agenda collation, preparation of minutes, advice to staff, Councillors, and the public, and ensuring proper legal governance.
2. Administering and supporting the Council's obligations to the planning function including evening attendance at the Planning Committee (approximately one per month).
3. Supporting the Town Strategy Committee.
4. Providing an effective support service to Councillors, including the creation and delivery of the Council's Councillor training and development programme.
5. To oversee the organisation of the Community Engagement Officer's arrangement of civic functions and activities.
6. Support civic events and the mayor's charitable events with the town council staff to highlight benefits and events to the community.
7. To provide procedural advice to Council staff and volunteers and ensure that correct protocol is followed at Civic events.
8. To organise the Council's Annual Council Meeting and Annual Town Meeting through preparation, publication and distribute of agendas and reports. Attend both meetings, providing information and advice to Members and minute proceedings.

9. To keep a log of all Councillor attendances at Council meetings and ensure that attendance data is published on the Council's website in a timely fashion.

Elected Members

1. To assist with the provision and development of services for elected Members to ensure that they are able to effectively undertake their various roles and functions as Councillors and that their aspirations and needs are met.
2. To respond to requests from elected Members, Officers, the Press, the general public and local organisations to ensure that information relating to the democratic process and decisions taken at meetings of the Council are effectively and accurately communicated.
3. To maintain accurate and up to date records including records of Councillors, Committees, Outside representatives, attendance records, Councillors interests and declarations.
4. Support Members in accessing documentation through the Council's IT.
5. Ensure that Committee Terms of Reference are up to date and regularly reviewed to ensure they are representative of the Committees they refer to.
6. To provide advice and support to members at times of elections (Borough, Parliamentary, European, or Referendum).

Supporting the Democratic Process

1. To support the Town Clerk in the formation and implementation of the Town Council's policies and values.
2. To develop an awareness of the Council's Standing Orders, policies, and procedures and to assist in the co-ordination of the Council's committee systems, including creation and publication of agendas, minutes, and decisions for use by Councillors, Officers, and the public through Councillors Notes and the Council's website.
3. To ensure the preparation and distribution of agendas and minute taking at relevant Committee meetings.
4. To support and advise the Council's Planning Committee through the preparation, publication and distribution of agendas, reports, and relevant background information for members, attending and minuting of all Planning Committee meetings.
5. Assist in ensuring all council meetings are managed in line with the council's constitution and standing orders, this includes preparation and distribution of the council committee papers in line with deadlines and requirements, attending all meetings, writing committee reports as required and minuting all proceedings where required.
6. Act as the first point of contact for members in relation to council services: provide information and guidance on services and the democratic process.
7. Where relevant, keep the Council's website updated.
8. To build and maintain effective working relationships with a variety of individuals including elected Councillors, officers at all levels of the organisation, partner organisations and members of the public.
9. To maintain an up-to-date knowledge of local and national developments in local authority governance. Training will be provided regularly through external providers.
10. To provide support to the Council's response in the event of an emergency.
11. The duties and responsibilities of the post are not restrictive, and the post holder may be required to undertake other duties from time to time. Any such duties should, however, not substantially change the general character of the post.

Office Management

1. The development and monitoring of effective office systems, including use of software, document management and records' storage.

2. To be responsible for the service, provision, maintenance, and update/development of office equipment including telephone systems, mobile phones, broadband, printer, and IT services.

Other Responsibilities

1. Acting as a representative of the Council as required, including attending meetings with key stakeholders, positively promoting the council within the local community and being one of the Council's public-facing contacts.
2. To contribute to our priority in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.
3. To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.
4. Promoting equality, diversity, and inclusion and being aware of your own actions and those of others. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.
5. Attending training courses and seminars that support the role, and that contribute to personal and professional development.
6. Keeping updated records of time, annual leave, and travel, and mileage reclaims.
7. Performing any other relevant duties which may be assigned from time to time by the Council.

PERSON SPECIFICATION

Category	Criteria	Essential	Desirable
Education, Qualifications & Training	A-Level qualifications, or equivalent NVQ, or relevant experience.	✓	
	Degree (BA or Masters)		✓
	Administrative qualification or qualified by experience.		✓
	Certificate in Local Council Administration.		✓
Experience	Excellent IT skills and experience of all Microsoft packages, Word, Outlook, Excel	✓	
	Democratic services and/or Committee management in local government, voluntary or the private sector.		✓
	Planning, particularly material planning considerations		✓
	Knowledge of civic procedures and protocol		✓
	Working with the public in customer services or representation.		✓
Skills, Abilities & Knowledge	Effective communication skills both written and verbal.	✓	
	Ability to process complex information and produce accurate written work	✓	
	Excellent time management, co-ordination and organisational skills	✓	
	High level of initiative, self-motivating and ability to problem solve.	✓	
	Able to develop close working relationships with colleagues, elected councillors, members of the public and staff at all levels.	✓	
	Ability to remain calm and act diplomatically in a pressurised environment.	✓	
	Ability to act with tact and discretion, and with political sensitivity when working in a political environment.	✓	
	Ability to deal with conflicting demands.	✓	
	Research skills including identifying sources of information and experience of summarising large amounts of data		✓
	Knowledge of statutory framework relating to governance structures.		✓
	An adaptable and flexible approach to work,	✓	
	Health and safety awareness	✓	
	Equalities awareness	✓	
Climate and environment awareness	✓		
Other Requirements	Willingness to attend evening meetings.	✓	