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| **Democratic Services Officer Role Profile** |
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| **Service:** | Democratic Services Officer | **Grade:** | 3A | **Salary:** | £24,799 |
| **Reporting to:** | Senior Democratic Services Officer | **Location:** | Salford Civic Centre | **Hours:** | 36 Hours Per Week |
| **About the role** |  | **Our priorities**  |
| * To provide an effective, efficient and proactive support service to the Elected Members of Salford City Council.
* To assist the Senior Democratic Services Officer in the establishment and
* maintenance of systems and procedures required to deliver an effective and responsive support service, ensuring that all information is managed as appropriate with due regard for confidentiality and sensitivity.
* To provide support to all Members and staff on the procedures and protocols for Elected Members across the Council in relation to their services as elected members for the City as required.
* To manage the diaries of Lead Members including scheduling appointments and meetings whilst exercising a high level of judgement to prioritise and deal with conflicting demands.
* Produce digital and print communications and marketing materials, preparing readable copy which effectively targets the identified audience(s).
* To support the delivery of events and campaigns as required, including working out of hours and at weekends when required.
* To liaise with Directorates and other partners in making arrangements on behalf of Members.
* Produce presentations, analyse data, typing of reports, minutes, mail shots and correspondence.
* To support the Senior Democratic Services Officer in making arrangements for the Ceremonial Mayor and Deputy Ceremonial Mayor.
* To assist the Senior Democratic Services Officer in the operational requirements for major civic events in the Mayoral year.
* Organise conferences, meetings and briefings including arranging catering and tracking of invitees, also booking of venue, appropriate means of travel and suitable accommodation when attending events.
* To assist the Senior Democratic Services Officer with the members training and development training programme including new member induction, in line with the Corporate Training Strategy and Policy.
* To deputise for the Senior Democratic Services Officer in their absence.
* To support the generic working ethos within Democratic Services.
* To undertake such additional duties as are reasonably commensurate with the level of the post.
* The postholder will carry out their duties with full regard to Salford City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.
* To contribute and demonstrate a commitment to Salford City Council’s Crime and Disorder Reduction Strategy.
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| **Key outcomes** |
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| To provide an effective, efficient and bespoke administrative support service to Lead Members, the Ceremonial Mayor and Elected Members of the City Council and ensure that all information is managed as appropriate with due regard for confidentiality and sensitivity. |  | * Click here to enter text.
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| **What we need from you** |
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| * Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
* Professional credibility through proven relevant experience
* To model and demonstrate our values and behaviours
* Experience of taking minutes at meetings.
* ECDL or equivalent
 |  | * Good communication and interpersonal skills dealing with enquiries in person and by telephone.
* Deal effectively with people at all levels from a broad range of organisations
* Ability to contribute to ongoing improvement by responding proactively to change and continuously reviewing working methods and procedures to ensure that they remain effective.
* Experience of committee administration
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| **Application Guidance**  |  | **Our values**  |
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| We are a values based organisation so reflecting our values or a values based approach in your evidence will support your application.The ‘Key outcomes’, ‘What we need from you’ and ‘our leadership behaviours’ sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don’t give up if you are not able to reflect all of these in your application. Click here to enter text. |

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