Aberdeenshire COUNCIL

Job Profile

May 2018

1. JOB IDENTITY

Post Title:	Committee Officer	**Service:**	Legal and Governance
Section:	Committee Services	**Grade:**	Practitioner K
Reports to:	Principal Committee Services Officer		

2. JOB PURPOSE

- To administer, support and provide advice on procedures to meetings of Council, policy and scrutiny committees, sub-committees, working groups and partnership bodies, as well as councillors, officers and the general public, and contribute to the effective and efficient delivery of committee services.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Arrange and attend Committee meetings and other meetings and record proceedings.
- Prepare and distribute agendas and minutes and respond to queries.
- Support the Head of Legal and Governance in the provision of advice to elected members in all forms of Committees and other meetings.
- Support development and improvement of the Legal and Governance function.
- Write and present reports to Committee on committee administration, e.g. requests for representation on working groups.
- Scrutinise reports, double check conformity with procedures and check for duplication or any other cross service issues raised to assist authors or managers in advance of meetings with Councillors.
- Prepare and distribute a decision sheet to relevant officers and Councillors within 24 hours of meeting.
- Produce information bulletins for Councillors detailing action and decisions taken by officers under delegated powers and other general information by receiving contributions from services and collating final documents.

4. QUALIFICATIONS AND TRAINING

Essential:
- Degree in relevant subject area or equivalent work experience

Desirable:
- Qualification that includes components of Constitutional and legal systems, public administration
- ECDL or equivalent

Agreed

5. EXPERIENCE

Essential:

- Experience of managing meetings
- Experience of preparing agendas and minutes, preparing reports and liaising with authors of reports

Desirable:

- Experience of Committee work within a Local Authority

6. KNOWLEDGE AND SKILLS

Essential:

- Well-developed communication and organisational skills
- Ability to prioritise workloads in order to meet deadlines and competing demands
- Ability and confidence to establish, maintain and develop effective working relationships with customers, officers and elected members of Aberdeenshire Council
- Ability to communicate tactfully at all levels and be able to work as part of a close-knit team
- Computer literate with extensive experience of Word and Outlook
- Accuracy and attention to detail
- Ability to deal with confidential and sensitive matters
- Ability to deal with specialised workload and contact with outside agencies
- Ability to travel within Aberdeenshire

Desirable:

- Awareness or knowledge of Local Government Constitution, functions, and decision making processes
- Ability to speak confidently in public

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	This is a Politically Restricted position as identified by the Local Government and Housing Act 1989. Further information on restrictions as a result of this designation is available by visiting the recruitment pages.

Agreed