MORAY COUNCIL
JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Legal & Democratic Administration Team Leader (Maternity Cover) **MOR12388**

DEPARTMENT: Governance

SECTION: Legal and Democratic Services Admin **LOCATION:** HQ, Elgin

REPORT TO: Chief Governance Officer **GRADE:** Grade 7

(2) JOB PURPOSE AND WAY OF WORKING

To lead and manage the Legal and Democratic Services (LDS) Administrative Team within the Governance Service and to provide a secretarial and administrative support for the Chief Governance Officer and Governance Service Managers.

(3) MAJOR TASKS

3.1 To be responsible for the leadership, management and co-ordination of the LDS Administrative Team who provide administrative support for Legal Services, including statutory responsibilities, regulations and budgetary responsibilities, making decisions on administrative matters. (in accordance with accordance with Moray Management Methods)

3.2 To develop, maintain and review administrative procedures, processes and functions within the LDS Administration Team and general Governance service, in consultation with the Governance services and other Moray Council departments.

3.3 Provide secretarial, administrative, research, organisational and meeting support to the Chief Governance Officer and Governance Service Managers, contributing to the effectiveness of the Service.

3.4 Administer the Corporate Complaints Procedures, Freedom of Information (FOI) requests, Environmental Information Regulations (EIR) requests, Subject Access Requests (SAR) and co-ordinate MSP/MP Enquiries and complaints for the Governance Service.

(4) REPORTING RELATIONSHIPS This job is indicated by *

Chief Governance Officer

Legal and Democratic Services Administrative Team Leader*

Legal and Democratic Services Administrative Team

SIGNATURES AND ADMINISTRATION ONLY

Author's Signature:	*Validator's Signature:*	*Date:*
Postholder's Name:	*Signature:*	*Date:*
Supervisor's Name:	*Signature:*	*Date:*

JOB DESCRIPTION Cont/d ...

(5)	DUTIES TYPICALLY INCLUDE:
5.1	**To be responsible for the leadership, management and co-ordination of the LDS Administrative Team who provide administrative support for Legal Services, including statutory responsibilities, regulations and budgetary responsibilities, making decisions on administrative matters. (In accordance with accordance with Moray Management Methods**
5.1.1	Administrative support for Legal Services including the Service Manager Legal Services and teams: Commercial Property, Licensing & Regulatory, Litigation & Social Care and Information Governance
5.1.2	Responsible for the efficient leadership and management of the LDS Admin team to ensure an effective service is provided to Council Departments, members of the public and third party organisations
5.1.3	Overseeing, and where require assist with the efficient processing of legal tasks including legal typing, deed searching, financial tasks etc
5.1.4	Overseeing, and where required assist with the processing of licence applications, checking applications and documentation, managing consultations and issuing licences and permissions for the full range of licensing functions.
5.1.5	Oversee administration tasks including maintenance of electric filing systems (SharePoint and Document Management Systems (DMS)), handling of incoming/outgoing mail, telephone and email enquiries, complying with Moray Council communication style, photocopying/scanning, financial tasks
5.1.6	Provide support and oversee administration support for the Moray Licensing Board and Licensing Committee; Citations, committee reports, arranging site visits, outcome letters etc
5.1.7	Undertake a variety of administrative and clerical duties providing holiday / sickness cover and support for the LDS Admin Team
5.1.8	Chair and organise team meetings, discussing performance, efficiency, and improvements, arrange 1:1 Employee Review and Development Process (ERDP), and deal with any workload, training/development or disciplinary matters as required, in consultation with the Chief Governance Officer and/or relevant Service Manager
5.1.5	Calculate, organise and approval leave entitlement / flexible working leave / workstation rotas, ensuring leave records are maintained
5.1.6	Monitor operational budgets such as equipment, stationery and postages in accordance with Moray Council guidance and inform Chief Governance Officer of any potential over/under spend
5.1.7	Help develop and coach team members, conducting workforce planning to ensure delivery of exceptional performance. Help develop a positive workplace environment encouraging employee engagement activities ensuring they are embedded as part of the culture.
5.1.8	Ensure familiarisation with and efficient use of relevant software systems including SharePoint, Uniform, Time Recording, Document Management System (DMS), Financial Management System (FMS), Umbraco, Lagan contribute to the maintenance and development of these as required.
5.2	**To develop, maintain and review administrative procedures, processes and functions within the LDS Administration Team and general Governance service, in consultation with the Governance services and other Moray Council departments**
5.2.1	Identify opportunities to improve administrative processes, streamline workflows and introduce more efficient ways of working across the service
5.2.2	Review and update administrative guidance, templates, forms and documentation to reflect changes in legislation, Council policies and service requirements.
5.2.3	Participate in creation of new procedures, processes and templates in consultation with other

(5)	DUTIES TYPICALLY INCLUDE:
	Moray Council departments and input
5.2.4	Collate feedback from team members to continue to improve procedures and processes
5.3	**Provide secretarial, administrative, research, organisational and meeting support to the Chief Governance Officer and Governance Service Managers, contributing to the effectiveness of the Service.**
5.3.1	Act as a first point of contact for the wider service and deal with frontline enquiries.
5.3.2	Assist in organising meetings both in person and virtually, preparing agendas and taking minutes for meetings.
5.3.3	Financial tasks inducing raising invoices, reconcile accounts, process payments for invoices
5.3.4	Monitor operational budgets such as equipment, stationery and postages in accordance with Moray Council guidance and inform Chief Governance Officer of any potential over/under spend
5.3.5	Calculate leave entitlement (including flexi sheets) for Governance staff with the service and ensure leave records are maintained.
5.3.6	Assist Service Managers with recruiting process including management of recruitment process through TalentLink, liaison with HR for placing adverts, ensuring all relevant paperwork is available for interviews: sending invites, drafting question sets, preparing schedule. On successful recruitment, drafting offer letters, drafting notification of appointments, drafting new start paperwork, induction pack with updated policies and procedures and maintaining records.
5.3.7	Maintaining Governance Staff HR files, ensure appropriate records management arrangements are followed, having regard to Council policy.
5.3.8	Assist in drafting committee reports, consultation and correspondence, ensuring committee deadlines are met and accurate records kept
5.3.9	Arranging updates to the Moray Council Website including webpages, contact information, guidance, application forms, and other documents.
5.3.10	Maintaining list of Curator Bonis
5.3.11	Research information and compile data or documentation to enable the completion of reports or the preparation of responses to queries for consideration by the Chief Governance Officer
5.3.12	Liaison with other Council departments, Community Planning partners, Scottish Government and National Bodies where appropriate.
5.3.13	Organise regular Governance Manager meetings and taking a note of the meetings
5.4	**Administer the Corporate Complaints Procedures, Freedom of Information (FOI) requests, Environmental Information Regulations (EIR) requests, Subject Access Requests (SAR) and co-ordinate MSP/MP Enquiries and complaints for the Governance Service.**
5.4.1	Coordinate MSP and MP enquiries and complaints relating to the Governance Service, ensuring matters are referred to the appropriate officers and responses are provided within required timescales being approved by the Chief Governance Officer. Annual leave/sickness cover for the central administrator.
5.4.2	Coordinate FOI/EIR/SAR Requests relating to the Governance Service, working with relevant officers/solicitors and Information Governance Team to prepare and record a response within deadline
5.4.3	Processing complaints through the corporate complaints process ensuring deadlines are met and records maintained, attending and contributing to regular Complaints meetings

(5) DUTIES TYPICALLY INCLUDE:
The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.

MORAY COUNCIL

PERSON SPECIFICATION

Post: Legal & Democratic Administration Team Leader

Department: Governance

Date of Spec Completed: November 2026

Prepared by: Chief Governance Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE
	The minimum acceptable for levels for safe and effective job performance	***The attributes of the ideal candidate***
(1) Experience	Significant secretarial/clerical experience Experience of using Microsoft Office software packages including creating databases, graphs, etc. Experience of effectively prioritising work and allocation of resources Local Government Experience Experience of effectively managing staff	Secretarial/Clerical experience at senior level Minuting of meetings Experience of dealing with Elected Members and members of the public Knowledge of existing policies and procedures as well as how services operate Experience of effectively managing budgets Experience of Internet Research
(2) Education & Qualifications*	Recognised qualifications for secretarial studies e.g. RSA I, RSA II, SVQ 3/HNC or demonstrable equivalent experience*	
(3) Skills/Abilities (General)	High level of accuracy in work Flexible approach to work and an ability to work under pressure whilst meeting deadlines Ability to work on own initiative and take sensible and informed decisions Ability to deliver a high level of customer care	Awareness of current issues affecting local government
(4) Skills/Abilities specific to post	Ability to communicate effectively, verbally and in writing at all levels Ability to manage and prioritise own workload and that of others, managing conflicting priorities Ability to use initiative in achieving solutions to problem solving situations. Possession of excellent analytical, evaluative, creative and decision making	Ability to motivate others and manage them to produce results

	skills Good interpersonal negotiating skills and influencing skills to effect change	
(5) Inter-personal and Social Skills.	Ability to relate well to a wide variety of people at all levels of the organisation from Heads of Service, Management, Solicitors, colleagues, Elected Members and Members of the Public Ability to tackle issues with sensitivity, discretion and respect for confidentiality Approachable, helpful, flexible and adaptable Self-confident and self-motivated	
(6) Working environment and physical demands	Ability to work under pressure while meeting strict deadlines Appreciation, acceptance and commitment to the importance of confidentiality Ability to adopt a hybrid working pattern in line with Council policy and the needs of the Service Availability and willingness to work outside normal working hours on occasion to meet the demands of the service Ability to work in different offices including open plan office dependent on service requirements	

*Candidates will be required to show these documents at interview if invited to attend.

Satisfactory Disclosure Scotland check required? NO
(Membership of Protecting Vulnerable groups Scheme (Working with Children) NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults) NO
Satisfactory pre-employment medical screening required? NO