

Role Profile

Service:	Governance Service, Assurance and Public Protection
Location:	2 Bristol Avenue, Colindale / Hendon Town Hall
Job Title:	Governance and Scrutiny Officer
Grade:	Grade I
Contract:	Permanent
Reports to:	Governance Manager/ Overview and Scrutiny Manager

1. Purpose of Job

- To support the Head of Governance, Governance Manager, and Overview and Scrutiny Manager as required.
- To support the Governance Service, including committee administration and the overview and scrutiny function, with tasks as required.
- To contribute to the delivery of the Governance Service Plan, including leading on or contributing to project work and/ or being responsible for specific tasks as instructed.

Committee Administration

- To be a leading point of contact for Members, officers, and the public on matters relating to the formal decision-making process and to provide advice and guidance on all matters relating to governance matters (Council, Cabinet, committees, quasi-judicial bodies, boards/ panels, delegated decision making, and the Constitution) across council service areas and key delivery partners.
- To proactively engage the organisation on governance matters, enabling decision making to take place in the context of a diverse organisational structure.
- To ensure that decision making is based on sound legal practice and in accordance with the Constitution.
- To provide high quality support to high profile decision-making bodies (such as Full Council, Cabinet, committees, quasi-judicial bodies, and panels/boards).

Overview and Scrutiny

- To support the overview and scrutiny function and ensure that effective support is provided on a corporate basis.
- To ensure all aspects of the democratic function operate effectively, particularly support for Task and Finish Groups/ panels.

- To ensure that overview and scrutiny arrangements are delivered in accordance with sound legal practice, the provisions of the Constitution and in line with best practice.

Other

- To be responsible for leading one or more of the portfolio areas to ensure that functions are being delivered in accordance with best practice, local requirements, and the legislative framework.

2. Key Accountabilities/Duties/Responsibilities:

Role Specific Responsibilities

Committee Administration

- To proactively prepare and co-ordinate agendas and reports in consultation with the appropriate officers and the Leader, Cabinet Members, Committee Chairs in respect of Council, Cabinet, committees, quasi-judicial bodies, and panel/board meetings. Ensure that work is organised and managed in accordance with statutory requirements, the Constitution, within budget and that deadlines and performance targets are met.
- To attend meetings during and outside normal office hours, record decisions accurately and give professional advice on governance and constitutional matters and ensuring that minutes are approved and published promptly and agreed follow up action is taken
- To develop systems and processes to ensure that the Council's business is effectively forward planned and that the decision-making process facilitates prompt and timely decision making.
- To highlight constitutional or procedural issues which may give rise to inconsistency of practice across the service, governance issues, reputational considerations, and to identify solutions to those issues and then achieve buy-in and implement.
- To participate in relevant professional networks and undertake continuous professional development to ensure that knowledge, skills, and experience are continuously kept up to date enabling best practice to be implemented locally.

Overview and Scrutiny

- To support delivery of the overview and scrutiny function in accordance with council policies and procedures, legislative and regulatory requirements to support the delivery of quality, cost effective, and customer-focussed services.
- To support the overall development of the Council's scrutiny function in a way that is conducive to constructive working relations between the Council's executive and non-executive Members.
- To support allocated Overview and Scrutiny Sub-Committees and Task and Finish Groups to a high standard.

- To ensure that scrutiny reviews that are well-evidenced, objective, and impartial. This involves identifying and engaging key witnesses and evidence and producing reasoned, well-written reports with practical recommendations.
- To work with colleagues to ensure that the council's overview and scrutiny function meets statutory requirements, that our arrangements reflect the latest thinking in terms of best practice and support delivery of the council's corporate objectives.
- To give professional advice on governance and constitutional matters to Members and officers as required.
- To ensure that that decisions relating to scrutiny arrangements are recorded accurately, that minutes of formal bodies are approved and published promptly, that minutes/ notes/ action of informal bodies are recorded accurately and agreed follow up actions are completed in a timely way with any issues arising escalated to the Overview and Scrutiny Manager and/ or Head of Governance.
- To have a high level of awareness of the complexities and sensitivities of working in a highly political environment and an understanding of how these may impact on the effectiveness of overview and scrutiny arrangements.
- To support the development of the annual work programme for the overview and scrutiny function.
- To highlight constitutional or procedural issues which may give rise to inconsistency of practice across the service, governance issues or reputational consideration, to identify solutions to those issues and then achieve buy-in and implement.
- To participate in relevant professional networks and undertake continuous professional development to ensure that knowledge, skills, and experience are continuously kept up to date enabling best practice to be implemented local.

Other

- To work with council services, the Head of Governance, Executive Director Assurance and Public Protection, Assistant Director Assurance, and Head of Governance to draft, review and update the Annual Governance Statement and Code of Corporate Governance for reporting to the Council Management Team (CMT) and the Governance, Audit, Risk Management, and Standards Committee.

3. Financial Responsibilities:

To work with the Head of Governance and Finance Business Partner on the financial management matters relating to the Governance Service and Members Allowances.

4. Health and Safety Responsibilities

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements;

- Complete mandatory health and safety training;
- Follow safe systems of work and use devices/ guards provided for safety;
- Wear/ use personal protection equipment were issued and instructed to do so, including lone working devices;
- Report any Accident/ Incidents/ Hazards;
- Take care of your own and others' safety, health, and wellbeing.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

- Caring;
- Learning to Improve;
- Inclusive;
- Collaboration.

6. Flexibility

- To deliver the service effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties will fall within the scope of the post, at the appropriate grade.
- The post holder will be required to work flexibly between council sites (Colindale, Hendon Town Hall, touch down bases and external meeting venues) and home, plus work in accordance with the Governance Service's agreed Team Principles.
- The post holder will be expected to travel to Hendon Town Hall and around the London area.
- As most meetings fall in the evening, the post holder will need to work flexible hours in accordance with locally agreed arrangements. The post holder will be expected to exhibit a high degree of flexibility in relation to service delivery, taking the initiative to cover report clearances, agenda publications or attend evening meetings where cover issues arise at short notice.

7. The Council's Commitment to Equality

- The post holder will through the delivery of the Governance Service seek to deliver the Council's commitment to equality of opportunity both in the provision of services and as an employer. This will include but not be limited to promoting equality in the workplace and in the services the Council delivers and ensuring through the report clearance process that equalities considerations have been given due regard.

8. Information Security

- To protect the confidentiality, integrity, and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.
- To be overall responsible for ensuring that the Governance Service ensures that a high level of confidentiality is maintained in all aspects of work, particularly the handling of personal and sensitive information in relation to committees, Member conduct matters, school appeals and licensing sub-committees, and handling of exempt committee papers.

PERSON SPECIFICATION

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Department:	Governance
Grade:	Grade I
Reports to:	Governance Manager/ Overview and Scrutiny Manager

Criteria	Essential/ Desirable	Assessed by:
Professional Membership/Qualification		
Relevant degree or equivalent by experience	Essential	Application/Interview
Is a member of the Association of Democratic Services Officers (ADSO)	Desirable	Application/Interview
Experience & Knowledge		
Experience and/ or understanding of local authorities' decision-making processes and the context in which they operate	Essential	Application/Interview
Strong understanding of the local government policy environment and the performance framework in which local public services operate	Essential	Application/Interview
Knowledge of the Member level decision making structure	Essential	Application/Interview
Identifying legislative or practice changes which will have an impact on service delivery and/or the constitution and taking proactive steps to manage these	Desirable	Application/Interview
Experience of managing committees	Desirable	Application/Interview
Can evidence participation in relevant professional networks	Desirable	Application/Interview
Political Awareness		

Ability to work effectively and establish positive relationships with Members and senior officers in a way that establishes confidence, credibility and trust and manage and facilitate effective Member-Officer relations	Essential	Application/Interview
An awareness of significant local and national political issues and how they might affect Barnet's governance arrangements and the ability to deal with the effectively and impartially	Desirable	Application/Interview
IT Skills		
Able to O365 Microsoft software to support the effective management of the Governance Service	Essential	Application/Interview
Able to fully utilise standard Microsoft Office products (essential) and an understanding of governance related software	Desirable	Application/Interview
Able to support Members, colleagues, partners, and the public to make best use of IT to support savings targets and promote flexible working practices	Desirable	Application/Interview
Communication and Influencing		
Communicate and influence, working effectively within the team and as part of working groups and projects	Essential	Application/Interview
Ability to work unsupervised and has logical thought processes and ability to analyse complex information streams	Essential	Application/Interview
Able to work flexibly as part of a team	Essential	Application/Interview
To work collaboratively with the Head of Governance and Governance Service to provide advice, guidance and support as required	Essential	Application/Interview
Time Management		
Ability to manage time effectively to maximise productivity	Essential	Application/Interview
Ability to manage multiple and competing priorities and prioritise effectively	Essential	Application/Interview
Problem Solving		

Analytical approach to problem solving and ability to identify practical solutions	Essential	Application/Interview
Ability to determine whether issues should be resolved under own initiative or escalated to management	Essential	Application/Interview
Dealing with complex issues or enquiries with minimal supervision	Essential	Application/Interview
Customer Focus		
Strong focus on understanding and meeting the customer's needs particularly in the context of managing the interface with the public at committee meetings	Desirable	Application/Interview
Respecting Others		
Ability to maintain discretion and confidentiality	Essential	Application/Interview
Change Management		
Able to make sound and timely decisions based on an analysis of the relevant information and deliver innovative solutions to problems	Desirable	Application/Interview
Understand the processes of change and how to engage Members and officers in these processes	Desirable	Application/Interview
To be proactive in engaging with team, directorate or corporate change programmes or initiatives	Essential	Application/Interview
Influencing & Negotiation		
Strong interpersonal skills and ability to challenge, support, influence and engage Members, officers, and peers	Essential	Application/Interview
Ability to build relationships and trust at several different levels (essential)	Essential	Application/Interview
Ability to draft reports for Council Management Team or committees relating to areas of special responsibility	Desirable	Application/Interview
Working in partnership		
Cross-Barnet Working: Identifies opportunities for co-operation and interdependency across groups	Desirable	Application/Interview

Actively contributes to the creation of an open and interdependent culture	Desirable	Application/Interview
To manage issues linked to the council's diverse delivery arrangements to ensure that the work of the service is not adversely impacted by partners	Desirable	Application/Interview
External Partnership Working		
The ability to develop proactive solutions to issue, achieve buy-in and implement to ensure a culture of continuous improvement is embedded in the team	Desirable	Application/Interview
Leadership		
Able to make decisions at an operational/ tactical level	Essential	Application/Interview
Assist with the promotion of governance objectives and live the values of the Council	Essential	Application/Interview
Management & Performance		
A confirmed track record of achieving targets and performance standards	Essential	Application/Interview
Commitment to a culture of continuous improvement	Desirable	Application/Interview
Commitment to continuous professional development	Desirable	Application/Interview
Thoroughness and attention to detail	Essential	Application/Interview
Communication skills		
Able to communicate effectively, written and verbal, with Members, officers and customers at all levels	Essential	Application/Interview
Fully understands national and local influences on the organisation and their implications for the future delivery of services	Desirable	Application/Interview

