

Democratic Services- Career Pathways

Democratic Services are at the heart of ensuring that council taxpayers receive a service which they deserve from their elected councillors. This is mostly an office based role and most democratic services officers take ownership of a designated committee at which they will provide administrative support and ensure that meetings are run correctly, and advise on standing orders and legislation, what can and cannot be done and notifying members of decisions taken and action to be followed. There is a great deal of committee work and 'political' negotiation with a responsibility for setting up meetings, educating officers, members and external bodies about what it means in detail to run a democratic local government system.

Job Title	Entry Requirements
Democratic Services Officer You will be a first point of contact for elected members and Senior Officers, facilitate meetings and provide advice to elected members and on aspects of democratic services.	<ul style="list-style-type: none">• A good standard of education including English GCSE Grade A C or equivalent• Good inter-personal and communication skills (oral, listening and written)•
Democratic Services Manager You will be responsible for the democratic service overall and will ensure meetings are organised and properly serviced as well as ensuring that councillors are properly informed through training and communication channels such as a newsletter. You will also provide support to town and parish councils advising them on procedural matters and codes of conduct	<ul style="list-style-type: none">• 2 A levels or relevant NVQ 4 standard or equivalent• Experience of organising and servicing Public Sector meetings.• Managerial experience