



Role Profile

COMMITTEE OFFICER

Reference No.	F204	Type	Individual
Service	Democratic Services		
Job Family	Para Professional	Grade	FC7

Purpose

To assist in the servicing of the Council, its committees, sub-committees, partnership bodies and working groups together with associated administrative duties and to contribute to the high quality, customer focussed service delivery for both the customer and the Council.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing administrative support and advice for the effective delivery of the Council's decision-making processes, in liaison, as appropriate, with the Lead Officer (Committee Services), the Manager (Committee Services) and the relevant Committee Lead Officer.	Educated to SCQF Level 7 which includes an HNC or Advanced Highers or equivalent and/or considerable equivalent experience with training in a relevant role	✓	
	Knowledge of local authority context, including statutory framework and governance structures	✓	
Preparing agenda for the Council, committees, sub-committees, partnership bodies and working groups as allocated, in consultation with the relevant convener and services.	Experience of committee administration or equivalent processes	✓	
Collating all committee reports and other papers and overseeing the issue of the final agenda, making use of the electronic committee management system as appropriate.	Ability to analyse issues and produce and present a variety of reports and minutes (Take ownership - see How we Work Framework)	✓	

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Preparing reports on behalf of Democratic Services for submission to the Council, committees, sub-committees, partnership bodies and working groups as appropriate.	Accuracy and attention to detail in the preparation of written work	✓	
Attending agenda planning meetings and providing advice and guidance on reports, as appropriate.	Communication skills	✓	
Attending meetings as required, providing procedural advice, as appropriate, in relation to the Council's Governance Scheme and statutory procedures affecting the conduct of meetings and recording all relevant points and decisions.			
Preparing Minutes.	IT skills (Embrace technology and information)	✓	
Preparing a list of decisions which are to be actioned and by whom and circulate to the convener, vice-convener and all relevant officers.	Organisation skills (Deliver results)	✓	
Preparing and keeping up to date the associated committee work programmes, in consultation with the Lead Officer for the respective Committee.			
Ensuring that all relevant committee documents and associated information are published on FISH and the Council's webpage.			
Investigating and responding to relevant matters raised by member of the public, elected members and other services, as appropriate.	Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands	✓	
Contributing to the identification, development and implementation of process improvements to ensure the delivery of a high quality service which meets the needs of our customers and the Council.	Knowledge of good customer engagement and customer care (Focus on customers)	✓	
Undertaking special projects or research in relation to the work of the Service from time to time or on a continuing basis as required.	Team working skills (Work together)	✓	
Undertaking various other administrative duties which fall within the responsibility of the Service as required such as Elections, Community Councils.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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			D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results