



JOB DESCRIPTION

POST: Youth Council and Governance Support Officer

DEPARTMENT: Democratic Services

REPORTING TO: Lead Governance Officer – Overview & Scrutiny and Projects

RESPONSIBLE FOR: None

GRADE: 4

MAIN JOB PURPOSE:

- To facilitate, co-ordinate and support an effective youth council for Mid Suffolk District Council – Working closely with the Lead Governance Officer to ensure good governance practices are embedded throughout.
- To maintain lines of communication between all key stakeholders, including elected youth councillors, elected district councillors, council staff, parents, teachers and partner organisations.
- To support the Lead Governance Officer in providing accurate and insightful data and research to youth council members, enabling them to carry out their role effectively.
- To provide advice to youth councillors and district council members where appropriate on procedures related to the youth council's work, its remit and its constitution.
- To maintain, with support from the Lead Governance Officer, an appropriate and fit for purpose youth council constitution – and ensure that procedures are followed accurately.
- To provide support, where necessary, to the broader Democratic Services team – including with the delivery of public meetings, member development sessions and covering the post service on occasion.

DUTIES AND RESPONSIBILITIES:

Supporting the Lead Governance Officer in all areas related to delivery of the Youth Council. Duties include:

- Responsible for the delivery of the Youth Council, including agenda preparation, minute taking, room bookings, invitations, liaising with key stakeholders and supporting councillor trainings and briefings.
- To take a leading role in ensuring actions and motions from the Youth Council are escalated appropriately through the mechanisms set out in the constitution.
- To work alongside key colleagues and stakeholders to update and support the Forward Work Plan for the Youth Council and associated processes, providing advice and research on upcoming topics.
- Maintain an up to date knowledge of similar Youth Council projects in the region and across the country, developing an awareness of best practice and professional expertise.
- Operating in and managing processes, expectations and reputations in a complex multi-layered political environment effectively serving and balancing competing interests.
- Work corporately and collaboratively within their own service and across all other service areas in order to achieve specific deliverables
- Provide specialist support, advice and information to internal and external stakeholders in respect of the post holder's areas of expertise and responsibility.
- Support to colleagues across the team including delivery of council committees and post service.
- Support electoral processes as required

Additional information

- a) Does this job require a DBS check? Yes/**No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support

the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**

- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS	MEASURED BY:
The postholder must be able to demonstrate:	A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Educated to Degree Level or equivalent knowledge gained through experience plus extended experience of working in a relevant role such as democratic services or governance.	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
A keen interest in politics, or in local government democratic or scrutiny/policy services, including working with elected members.	A/I
Able to analyse and interpret varied situations and problems and provide answers to problems/issues.	A/I
Good networking skills – negotiating well with officers and members to deliver an effective and well-organised decision- making system.	A/I
Advanced keyboard skills – able to input data into databases, produce formatted reports and PowerPoint presentation material.	A/I
A good knowledge of research sources and techniques.	A/I
Able to ask questions, seek clarification and exchange information using tact and diplomacy with a range of different people and groups.	A/I
	A/I

<p>Experience of encouraging behaviour shifts, specifically adoption of new ways of working related to introduction of new technology or software.</p>	
<p>SKILLS/ATTRIBUTES (e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</p>	
<p>Excellent business support skills, with the ability to facilitate good decision-making including agenda management and minute taking and record keeping skills.</p> <p>Good knowledge and understanding of the member role and the ability to work pro-actively within differing political cultures.</p> <p>Excellent organisational skills.</p> <p>Tact, diplomacy, patience, good interpersonal skills.</p> <p>High level of proficiency in English, both oral and in writing</p> <p>Keyboard skills including a working knowledge of Word, Excel and Outlook.</p> <p>Research, and report preparation skills</p> <p>High levels of Political awareness and sensitivity</p> <p>Uses transferable skills and develops new skills as necessary to provide a flexible resource to meet corporate priorities.</p> <p>Analyses and interprets varied situations and problems and provide answers to problems/issues.</p> <p>The ability to produce minutes and other documents and use appropriate software and new technology.</p> <p>Sensitivity and tactfulness when working with sensitive and confidential information</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Empowering, valuing and developing our people</p> <p>Valuing our customers</p> <p>Being open and honest</p> <p>Taking ownership</p> <p>Being ambitious</p>	<p>I/TP</p> <p>I/TP</p> <p>I/TP</p> <p>I/TP</p> <p>I/TP</p>

EQUALITY AND DIVERSITY	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>



Our Values
...we believe in

OUR CUSTOMERS BEING AMBITIOUS TAKING OWNERSHIP BEING OPEN and HONEST OUR PEOPLE



- We empower, value and develop our people to work together as one dynamic and efficient team.
- We care about delivering high quality, customer-focused outcomes with our communities and partners.
- We are open, transparent and truthful.
- We take pride in our work and take responsibility for our actions.
- We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.