

**JOB DESCRIPTION**

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|-------------------------------|-------------------------------------------------------------------------|
| <b><u>Job Title</u></b>       | Democratic Services Manager                                             |
| <b><u>Reports to</u></b>      | Assistant Chief Officer – Director of Corporate Services                |
| <b><u>Reporting staff</u></b> | None – admin support provided from the Corporate Services Administrator |

**Job Purpose**

Working directly to the Clerk of the Fire and Rescue Authority, the delivery of Authority committee programme and all processes associated with the democratic services function to ensure the Authority operates with optimum effectiveness and efficiency and in accordance with legislation and relevant codes of practice.

**Generic Responsibilities/Job Family**

Manager

To effectively manage a Service department/function or a range of advanced tasks within a key Service function.

To establish, implement and maintain effective policies and procedures and ensure the provision of high quality service by the department.

To effectively manage finances of the department including budget-setting, projections and/or bidding and claiming for external funding.

To provide expert knowledge, advice and support to others within the Service, or to external parties regarding the Service, and to ensure the provision of Specialist services in line with Service needs.

To represent the department/function at meetings and act as Service representative for external initiatives as required.

To manage and/or participate in projects relating to Service development or to the specific function or department.

To collate and analyse available data within Service systems and from best-practice information and to identify trends/make recommendations based on available data.

## NOT PROTECTIVELY MARKED

| <b><u>Specific Responsibilities</u></b> |                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>                                | Lead the democratic service function for the Dorset and Wiltshire Fire Authority ensuring that the Authority and its associated committees are governed in line with the Local Government Act and implement and maintain systems and processes to support and strengthen corporate governance aligned to Members constitution and best practice. |
| <b>2</b>                                | Develop the annual democratic meeting calendar, programme of work and associated deadline dates in liaison with statutory officers - the Chair of the Authority, Chief Fire Officer, Treasurer as well as the Clerk and constituent authorities.                                                                                                 |
| <b>3</b>                                | Lead on the administration and support for meetings of the Fire Authority and associated committees including the timely preparation of agendas, reports and minutes in line with corporate standards, processing public questions, as well as publishing meeting announcements and decision notices in accordance with statutory requirements.  |
| <b>4</b>                                | Implement and maintain systems and processes to support and strengthen corporate governance aligned to Members constitution and best practice.                                                                                                                                                                                                   |
| <b>5</b>                                | Liaise with Members and coordinate engagement and support required to fulfil their role on the Authority and Committees.                                                                                                                                                                                                                         |
| <b>6</b>                                | Deputise for the Clerk as required, specifically at the four quarterly Local Performance and Scrutiny meetings and Pensions Board.                                                                                                                                                                                                               |
| <b>7</b>                                | Coordinate the Member development programme, arranging and coordinating Member induction, Member seminars and internal/external training events including review meetings. Record and monitor outcomes and actions as required.                                                                                                                  |
| <b>8</b>                                | Maintain processes and publish registers associated with disclosable pecuniary interests, Members Allowances and travel and subsistence payments and gifts and hospitality.                                                                                                                                                                      |
| <b>9</b>                                | Assist the Strategic Leadership Team in the delivery of Service priorities through the democratic function.                                                                                                                                                                                                                                      |
| <b>10</b>                               | Maintain and amend the Members handbook and ensure the Members area of the Services website is up to date, ensuring that key papers and documents are published after Member approval.                                                                                                                                                           |