

<b>Role Title</b>	<b>Joint Corporate Governance Support Officer – Joint Grade 7</b>
<b>Role Purpose</b>	<p>Support team members in developing, and keeping up to date corporate policies and associated monitoring frameworks to ensure compliance with local decision making frameworks.</p> <p>Undertake research as needed to ensure that both organisations have the constitutional arrangements in place to support effective decision making.</p> <p>Support the development of corporate training materials and intranet/website pages to ensure staff and other stakeholders understand good decision making.</p>
<b>Role Specific Accountabilities</b>	<ul style="list-style-type: none"> <li>• To provide administrative support in the updating of Councils Constitutions, associated protocols and standing orders.</li> <li>• To contribute to the development of learning and development materials on Decision Making, Member Officer protocols and liaising with Democratic Services colleagues to support delivery of this training.</li> <li>• Support the development of a comprehensive and robust induction programme for Elected members.</li> <li>• Proactively identify opportunities for continuous service improvement, identifying risks and issues and proposing actions to mitigate risks and issues.</li> <li>• To work effectively with colleagues within Democratic Services and Joint Executive Support team, Strategy and Corporate services and more broadly across the Councils, supporting on key issues and seeking their professional advice as appropriate.</li> <li>• Support the administration of investigations into Member Code of Conduct and/or Whistleblowing complaints ensuring that all document is confidentially stored.</li> <li>• Under the direction of the Joint Head of Governance/and or the Joint Corporate Governance Officer, ensure that the outcome of investigations are disseminated and that any follow up actions, e.g., training and development, HR activity etc is recorded and reported on.</li> <li>• Contribute to the building and maintenance of excellent relationships with key customers; undertake customer survey reviews to obtain feedback on the team's services and present analysis and findings to the Joint Head of Governance with any suggestions for improving the teams services.</li> <li>• To participate in any review as may be necessary to audit/assess issues where governance and decision making may be identified as</li> </ul>

	<p>being sub optimal; contributing to the development of and recommendations.</p> <ul style="list-style-type: none"> <li>• Work alongside the Joint Corporate Governance Officer to support the implementation of recommendations for improvement.</li> <li>• To undertake specific research activity under the direction of the Joint Head of Governance and/or Joint Corporate Governance Officer to horizon scan changes in legislation or other statutory frameworks which may impact both councils.</li> <li>• Work with the Joint Corporate Governance Officer to ensure that all service performance reporting is prepared and submitted to key stakeholders.</li> <li>• Own team document libraries, ensuring that accurate records are kept of changes to policies, version control of documents, and access to documents are full understood.</li> <li>• Develop a thorough understanding of the Council’s decision making frameworks.</li> <li>• To keep up to date with national and local policy and other developments affecting Local Government generally.</li> <li>• You may also be expected to support the Council during elections.</li> </ul>
<p><b>Key Dimensions</b></p>	<p>Direct report to the Joint Corporate Governance Support Officer.</p> <p>Provide governance advice and support as may be needed to a total of 98 Councillors across Guildford and Waverley and the joint management team.</p> <p>Contribute to the delivery of consistent support across two local authorities.</p>

**Additional Notes:**

1. All work performed and duties undertaken must be carried out in accordance with relevant Council and Service policies and procedures, within legislation and with regard to the needs of our customers and the diverse communities we serve.
2. This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.
3. You will be expected to be flexible in your duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as request by your line manager.
4. This is a politically restricted post. You cannot be elected as a councillor in any local authority whilst employed in this role.

### Health and Safety / Risk Management

1. Ensure that all aspects of the Councils' Health and Safety Policies and Procedures are adhered to.
2. Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.
3. Adhere to the relevant Councils' constitution.
4. Champion Safeguarding policy and practice.

### Contacts and Relationships

1. Staff at all levels, external and internal stakeholders.

## Joint Corporate Governance Support Officer

(please note the below are all essential requirements)

### Qualifications

1. Education to A Level or equivalent experience
2. Willing to undertake additional CPD

### Experience

1. Experience of working in a complex public sector environment
2. Experience of working with a range of software systems to ensure excellent document storage, record keeping and that this is done in line with GDPR regulations.
3. Experience in prioritising work in a complex, ambiguous and fast paced environment with a key focus on maintain a high quality of work.

### Knowledge

1. Knowledge of Governance policies, eg Code of Conduct, Whistleblowing and broader local government decision making frameworks etc.

2. Knowledge of conducting research and analysis activities, ensuring that any research is inclusive, evidence based and risk assessed.
3. Knowledge of key national, regional and local policy initiatives and an ability to translate them to local context.

### Skills and Abilities

As set out in Role Specific Accountabilities above.

### Competencies

1. **Can do Approach/Results (Level 2) Initiative** – Acting on one’s own initiative to be able to proactively manage workload to provide excellent service to elected members, officers and other key stakeholders.
2. **Customer Service (Level 2) Expectations**– Being able to support team members in providing independent, complex and potentially sensitive advice and support to decision makers, whilst working collaboratively.
3. **Managing Self and Others (Level 3) Planning and Organising** – Excellent planning and organisational abilities to ensure that deadlines are met, particularly where deadlines are statutory in nature.
4. **Communication (Level 2) Communication** – Chooses the most effective communication approach for the situation, team or individual to ensure best outcome.
5. **Team Working (Level 2) Constructive** – Demonstrates awareness of the political context of the role and works with team members to deliver outcomes in the most effective and efficient way possible.
6. **Communication (Level 2) Discretion**- Being able to understand and manage high levels of complex, sensitive information and data appropriately.
7. **Embraces change (Level 2) Impact**: Recognises opportunities for change to improve team performance and service delivery.
8. **Innovation and creative thinking (Level 2) Open minded**: Is consistently open to challenging current practices and try new ideas if they will improve service delivery.