

Lancaster City Council - Job Description & Person Specification

Job Title:	Community Governance Review Project Officer	Grade:	GG8	Job Code:	LCC922
Service/Team:	Governance (Elections)	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Election Manager LCC058
Line Managers: *Title/s & LCC Code					

Job Overview

Overview

- To support and deliver Community Governance Reviews (CGRs) in accordance with the Local Government and Public Involvement in Health Act 2007, ensuring robust consultation, analysis and reporting to enable democratic decision making.
- To provide project management, research and administrative support to ensure the reviews are completed lawfully, transparently and within statutory timescales.

Direct Responsibilities

Community Governance Reviews

- Co-ordinate and support all stages of Community Governance Reviews, including initiation, consultation, analysis and final recommendations.
- Ensure compliance with the Local Government in Public Health Act 2007 and statutory guidance.
- Maintain detailed project plans, timelines, risk registers and records of decision making.
- Liaise with elected members and senior officers to deliver the review.

Consultation and Engagement

- To act as strategic consultation and engagement advisor to elected members and senior leadership team, advising on the most effective consultation and engagement approaches, providing practical advice, guidance and reports.
- Support statutory and non-statutory consultation processes with residents, elected members, town and parish councils and other interested stakeholders.
- Work with colleagues to develop innovative resident engagement activities to ensure residents views are reflected in the successful outcome of the Community Governance Review.
- To plan, organise and attend consultation events to foster high participation in areas included in the review.
- Liaise with elected members and senior officers of the council to prepare and publish all documentation for the review which will include terms of reference, consultation material, committee reports and the final Order. Work with members of the Local Government Review Working Group and Senior Leadership Team, ensuring they are effectively briefed on consultation and engagement activities, including preparing reports for and attending Working Group and other meetings.

Research and Analysis

- Gather and analyse demographic, geographic, electoral and community data to inform any recommendations during the review.
- Assess proposals against statutory criteria including community identity, governance effectiveness, electoral equality, electoral arrangements and warding.

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Reporting and decision making

- Draft high quality and accurate reports, briefing notes and recommendations for elected members, working groups and council meetings.
- Support the preparation of working group and council agenda and implementation of decisions taken.
- Ensure accurate records are maintained in line with data protection legislation and record keeping requirements.

Project and Administrative Support

- Support meetings, workshops, consultation events and taking minutes as required.
- Liaise with elected members, Senior Leadership Team, and colleagues from across the council to develop, advertise and deliver effective consultation events.
- Monitor progress against statutory deadlines and escalate risks where necessary.

Primary Measurable Objectives

- Delivery of consultation plans and materials to support the consultation process.
- Analysis of consultation responses and appropriate reporting of the findings.
- Publication of Terms of Reference, committee and council reports and agreement of any Order to implement decisions.
- Safe and legal conclusion of the Community Governance Review in accordance with statutory timescales.

Staff Management Responsibilities

- None.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	Proven experience in planning and delivery of projects	Background in Electoral Administration and knowledge of Community Governance Reviews. Project management qualification or certification.	Certificate/Application form/Interview
Experience	Experience of project management or supporting projects, consultations or reviews with multiple stakeholders. Understanding of democratic governance or regulatory frameworks.	Experience of working within a local authority or public sector environment. Experience of delivering community governance reviews	Application form/Interview
Job Related Skills, Knowledge & Abilities	Strong written communication skills with experience in drafting clear and accurate reports using Microsoft Office products. Analytical skills with the ability to interpret consultation feedback and data. Excellent organisational skills and ability to manage competing deadlines. Ability to work independently whilst contributing effectively to a wider project team.		Application form/Interview
Personal Attributes Including Interpersonal & Communication Skills	Excellent communication and interpersonal skills with the ability to engage with a wide range of audiences in a variety of formats Attention to detail and commitment to accuracy and procedural compliance.	Experience in community engagement role	Application form/Interview

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	Ability to work professionally under pressure where sensitive community issues and viewpoints are present. Willingness to work flexibly including occasional evenings and weekends		
Special Requirements/Other	Full driving licence. To be politically aware.	Knowledge of local government electoral arrangements.	Application form/Interview

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Additional information

Lancaster City Council Specific Knowledge

The Council has a **values and behaviours framework** which guide our decision making and help achieve our vision for our district and our residents. All employees must be mindful of these when undertaking their work.

Our values are :

PRIDE: We take pride in our work and are committed to continuing to make the Lancaster District a great place

OWNERSHIP: We take personal responsibility for our work and act with integrity

WORKING TOGETHER: We support, and are supported by, colleagues to achieve success together

AMBITION: We continually look to innovate and deliver in the best possible way we can.

The role may require the post holder to **work outside of normal office hours** including in the evenings and at weekends, to meet the needs of the service.

The **post is politically restricted**, so the holder will not be able to have any political role either in or out of the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office or from canvassing on behalf of a political party or a person who is, or seeks to be, a candidate. You are also restricted from speaking to the public at large or publishing any written or artistic work that could give the impression that you are advocating for or supporting a political party.

Understanding, implementation and adherence to Lancaster City Council's policies and procedures is essential and these can be found on the council's intranet pages.

Flexitime is applicable to this role, however **there are periods of time where leave will be restricted**.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

All postholders are expected to undertake any training and development appropriate to the current and future needs of the post, ensuring all mandatory training is completed as required.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

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Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	