

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Democratic Services & Scrutiny Manager
<b>MANAGED BY:</b>	Director of Legal
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Democratic Services & Scrutiny Manager to join the Democratic Services team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Reporting into the Director of Legal, the Democratic Services & Scrutiny Manager will specialise in:

Providing confident leadership and clear management across the below services so as to ensure the effective strategic development and operational delivery of those services in line with the West of England Combined Authority's statutory and constitutional obligations and business plan;

- The Democratic Services function
- The Scrutiny functions

Ensuring that the decision-making process is well managed, open, transparent and accessible to members of the public.

To hold the statutory role of Statutory Scrutiny Officer for the West of England Combined Authority as set out in s9FB of the Local Government Act 2000.

## KEY RESPONSIBILITIES

- Deliver strategic leadership and management of the decision-making pathway and statutory obligations of the West of England Combined Authority to enable the Mayor and Cabinet to discharge their democratic duties to the best of their abilities and minimise risk in accordance with the Authorities statutory and constitutional obligations. This includes but is not restricted to:
  - Facilitating the decision-making processes through ownership of a decision pathway
  - Management of the decision-making forums and delivery of all associated procedures in accordance with the Authorities constitution and statutory functions
  - Accountability for the delivery of the Authorities scrutiny function
- To act as the Combined Authority’s designated Statutory Scrutiny Officer as set out in s9FB of the Local Government Act 2000; Subject as follows, a local authority must designate one of its officers to discharge the functions in subsection (2).

### **(2) Those functions are—**

- To promote the role of the authority's overview and scrutiny committee or committees
- To provide support to the authority's overview and scrutiny committee or committees and the members of that committee or those committees,
- To provide support and guidance to—
  - i. members of the authority,
  - ii. members of the executive of the authority, and
  - iii. officers of the authority, in relation to the functions of the authority's overview and scrutiny committee or committees.

An officer designated by a local authority under this section is to be known as the authority's “scrutiny officer”.

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To support the Chair of Scrutiny to develop an effective scrutiny work programme and manage the West of England Combined Authority Overview and Scrutiny Committee.

- Ensure the effective, planning, organisation and administration of the West of England Combined Authority and Joint Committee meetings, Audit Committee, Scrutiny, Advisory Boards and LEP Board.
- Management of the committee management solution.
- Ensure effective management and recording of delegations and key decisions made by the West of England Combined Authority in accordance with legislation.
- Ensure Freedom of Information requests and complaints received by the West of England Combined Authority are managed in accordance with legislation.
- Line manage the Democratic Services Officers.
- Manage the West of England Combined Authority Forward Plan, working with the Senior Management Team and Unitary Authorities.
- Provide support to the Chair of Statutory meetings, providing a Chair's script and attending meetings (no evening meetings).
- Work with key contacts across Local Authorities across the West of England region, to ensure the smooth delivery of the Democratic Services function

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Qualified to degree level or equivalent relevant experience
- Demonstrable knowledge of the legal and political framework within which combined authorities and/or local government operates with specific regards to the roles played by officers and politicians
- Understanding of constitutional, governance and standards issues relevant to a Democratic Services function
- An awareness of the political environment and an ability to relate to elected members.

Excellent IT skills, including Outlook, Word and Excel

#### Experience

- Demonstrable experience of managing or leading governance and/or democratic and/or scrutiny services in accordance with statutory obligations
- Demonstrable experience of working in a leadership role in a political environment and evidence of the ability to challenge and negotiate with senior stakeholders
- Experience of managing and developing services to improve outcomes for citizens, customers and key stakeholders.
- Experience of using digital technology to deliver and improve services.

## Skills and Competencies

- Ability to lead and manage, inspiring and motivating people across the organisation to meaningfully engage with democratic services and the scrutiny function.
- Ability to coach and support the Democratic Services Officer effectively and to promote personal responsibility.
- Ability to actively contribute to innovation and to take analytical approaches to solving complex and challenging problems.
- Highly-developed advocacy, negotiation and presentation skills.
- Ability to cope well with and overcome ambiguity through use of effective change management approaches.

Ability to work effectively and credibly with diverse and complex stakeholders.

## DESIRABLE

### *Qualifications and Knowledge*

- Experience of using the committee management system Modern.gov

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are about to move into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently **£9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.