We are looking for an enthusiastic and highly motivated Scrutiny Officer to support Councillors in the delivery of the scrutiny function in the Council.

The successful applicant will also be expected to assist with the planning and conduct of Elections and the Registration of Electors, though no prior experience of this is required.

A keen, motivated team player with excellent organisational and administrative skills, you will work alongside Elected Members, Senior Officers and Members of the Public. Being the point of contact for Scrutiny Members, the need to be approachable, an excellent communicator, and possess the ability to solve problems whilst working under minimal supervision and to competing deadlines are essential qualities. The need to be flexible and able to work outside normal office hours is also required.

You may possess a Degree or equivalent qualification but demonstrable skills and experience will be considered in appropriate cases. You will have a high level of computer literacy and proven research skills in order to analyse and evaluate complex conclusions using appropriate tools and techniques.

Bolsover is a Derbyshire District which has both strong historical routes including the former mining industry. It has a considerable amount of agricultural industry. In addition there is ready access to the M1 resulting in significant logistics and other businesses.

Our preferred method of application is online at www.bolsover.gov.uk Alternatively you can request an application pack by e-mailing vacancies@bolsover.gov.uk. CV’s will not be accepted. If you do not have access to the internet contact us by telephone on our 24-hour job-line on 01246 242524.

For an informal chat regarding this vacancy please contact Sarah Sternberg on 01246 242414 or 01246 217057 email: sarah.sternberg@bolsover.gov.uk

CLOSING DATE: 22 October 2017
### PERSON SPECIFICATION

**Post Title:** Scrutiny and Elections Officer  
**Section:** Governance

**Directorate:** Growth

<table>
<thead>
<tr>
<th>Knowledge (Essential)</th>
<th>AM</th>
<th>(Desirable)</th>
<th>AM</th>
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<tbody>
<tr>
<td>- Knowledge of the workings and political processes of local government</td>
<td>a,</td>
<td>- Knowledge of Elections and electoral registration law and processes.</td>
<td>a</td>
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<tr>
<td>- Knowledge in depth of the statutory requirements and best practice in relation to</td>
<td>i</td>
<td></td>
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<tr>
<td>national and local performance management frameworks and the overview and scrutiny</td>
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**Qualifications**  
- Literacy and numeracy qualifications.

**Experience**

- Experience of working in either a performance, policy or scrutiny function within a local government setting.
- Experience of working with senior officers and/or elected members and the ability to build credibility and maintain effective relationships.
- Experience of research, assimilation, performance analysis, problem solving and accurate presentation of a wide range of information and data.
- Experience of managing multiple small scale projects.

- Experience of working in a democratic services environment
- In depth work experience of the scrutiny function
- Working with members on the scrutiny function
- Experience of delivering scrutiny, performance or policy training to members and officers.

**Skills**

- Excellent written and verbal communication skills in order to compile good quality written documents and deal with officers/elected members/external stakeholders in writing and orally.
- Good project management, organisational and coordination skills with the ability to take a planned approach to manage and prioritise diverse workloads effectively.
- Influencing and negotiating skills
- Tact and diplomacy
- Ability to work as part of a team.
- Ability to work on own initiative, take decisions, achieve results and demonstrate enthusiasm whilst managing a heavy and varied workload.

- Excellent presentation skills.
- Ability to demonstrate personal integrity, maintain confidentiality, display discretion at all times along with a commitment to fairness and equality.

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<tr>
<th>Other Requirements:</th>
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<tr>
<td>• Able to work outside normal office hours as necessary to fulfill the duties of the post.</td>
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<td>• Possess current full driving licence.</td>
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<td>• Evidence of continuous personal development.</td>
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Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check

(c) (o) others

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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<th>Approved by:</th>
<th>S Sternberg</th>
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<td>Date approved:</td>
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<td>Reviewed:</td>
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## Template Job Description

<table>
<thead>
<tr>
<th>Job title and post number</th>
<th>Scrutiny and Elections Officer PER001</th>
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<tbody>
<tr>
<td>Service Area and Directorate</td>
<td>Scrutiny Growth</td>
</tr>
<tr>
<td>Reports to</td>
<td>Assistant Director of Governance, Monitoring Officer</td>
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<tr>
<td>Direct reports</td>
<td>Assistant Director of Governance, Monitoring Officer</td>
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<tr>
<td>Grade</td>
<td>6</td>
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<tr>
<td>Salary range</td>
<td>£23,388-£25,930 per annum</td>
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### Job purpose

The purpose of this job is to ensure that the Council operates an effective and successful scrutiny function and to champion, lead and promote the scrutiny function. In addition the post holder is required to contribute to the work of the Elections Team.

### Duties and responsibilities

1. To co-ordinate the Scrutiny work programme and project manage the work of the Scrutiny committees

2. To provide Officer support to the Scrutiny Committees, including preparing agendas, organising reports/presentations, providing advice to Members and co-ordinating recommendations for future scrutiny activity

3. To liaise and work with Members and Officers at all levels and with external organisations and their representatives

4. To support the Scrutiny Chairs in preparing scoping documents, reports, reviews and action plans for Scrutiny committees and Executive

5. To support the Scrutiny Chairs by undertaking research, exploring lines of investigation, analysing data, making judgements, commissioning research, engaging with stake holders, producing reports and recommendations

6. To compile and deliver reports and/or presentations to senior management as required

7. To track the latest development in central and regional government relating to Overview and Scrutiny and provide advice on the implications of forthcoming legislation or proposed changes

8. To promote and publicise the work of Scrutiny both internally and externally
9. To ensure Members receive data and information in an appropriate format for their needs
10. To arrange the annual Scrutiny Conference
11. To manage a small Scrutiny budget
12. To provide training and development, advice and support to officers and Members on all aspects of Scrutiny and associated issues
13. To liaise with partners on Health Scrutiny
14. To support the Scrutiny Chairs to evaluate annually the work of Scrutiny
15. To provide co-ordination and support to Joint Scrutiny panels and joint reviews as directed
16. To analyse and prepare performance management data/information for Officers and Members and adapt, manage and develop the Council's computerised performance management system
17. To contribute to the running of elections and electoral registration by working with the Elections Team at the relevant times of the year.
18. To undertake any other duties or tasks in line with the grade of the post as directed by the Joint Assistant Director – Governance and Monitoring Officer.

Working conditions

(If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.)

Physical requirements

(If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.)

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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