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| Senior Committee Services Officer**SALARY GRADE: HBC 7** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.
* Essential Monthly Car User Allowance

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| **About the Job** To provide an effective and efficient service in the production of meeting agenda and minutes and the servicing Boards, Committees, Policy and Performance Boards, Working Groups and Appeal arrangements.(NB: This post involves evening work for which either overtime or time off, to be taken in accordance with the flexi scheme.) |
| More specific responsibilities include:

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| In the absence of the Principal Committee Services Officer to supervise the Committee Section. |
| To supervise any junior members of the team as and when required. |
| To assist the Principal Committee Services Officer in the maintenance of the IT system for the production and retrieval of agenda and minutes. |
| To service those meetings of the Council, Executive, Policy and Performance Boards, Committees, Working Groups and appeal hearings as the Principal Committee Services Officer requires and to carry out administrative tasks arising from the work of those meetings including monitoring the implementation of the decision made |
| To act as Clerk to the School Appeals panel as necessary, and advise Panel members on relevant guidance and legislation and to oversee the operation of the Council’s Appeal Panel in terms of coordinating hearings and arranging for clerking and the provision of necessary paperwork and to support the Council’s arrangements for the determination of School transport Appeals. |
| To advise Committee Board, Panel and Working Party Chairmen, Members and Officers on the Council’s Constitution, Standing Orders and Procedure. |
| To act as the Chief Executive’s representative at pre-agenda and meetings of the Council and to advise the Principal Committee Services Officer of any Policy matters relevant to the work of those meetings. |
| To receive instructions from the client department and take all necessary steps to process Traffic Regulation Orders/Temporary Traffic Regulation Orders including advertising and preparation for sealing |
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| To deal with petitions which have been received by the Council, and to ensure that they are processed for consideration appropriately  |
| To undertake any duties which are commensurate with skills and capabilities assigned to the post as are from time to time assigned to the post-holder by the Principal Committee Services Officer. |

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| About You |
| You will have or be willing to work towards a NVQ in Democratic Services.In addition you will have:Experience in attending local authority meetings, presenting reports and providing guidance and advice to Members and Officers.Experience in working in a pressurised environment, to high standards and tight deadlines.Knowledge of the law and procedures of local government meetingsKnowledge of a wide range of areas of local authority activity.A high degree of political awareness and sensitivityExcellent communication and interpersonal skills both oral and written.A high level of IT literacy, particularly in relation to the Microsoft Office package.A high degree of flexibility and with the ability to organise, prioritise and take responsibility for a demanding and diverse workloadAbility to use own initiativeAbility to respond positively and constructively to change and new initiatives.To be flexible with regards to hours worked, as the post-holder may be required to work unsociable hours in response to the needs of the post. As meetings are held throughout the Borough and this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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