

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Law, People and Environment
SERVICE:	LEGAL AND DEMOCRATIC SERVICES
POST TITLE:	DEMOCRATIC SERVICES ASSISTANT
GRADE:	Scale 5
REPORTS TO:	DEMOCRATIC AND ELECTORAL SERVICES MANAGER

This is a Politically Restricted Post

JOB SUMMARY

1. To assist in the provision of an efficient and effective democratic service to Councillors and Officers, meeting all statutory requirements, and in accordance with the Council's Constitution.
2. To assist in the provision of support services for Council committees, decision-making bodies and working groups administered by the Legal and Democratic Services Section.
3. To provide administrative support to Electoral Services

MAIN DUTIES AND RESPONSIBILITIES

1. To assist with arranging Council and committee meetings, ensuring all statutory meetings comply with legal and constitutional requirements.
2. To be responsible for the preparation of agendas, all preparatory work required before meetings, attendance at meetings as required, the recording of decisions, the preparation and finalisation of minutes, the distribution and communication of decisions, and dealing with all related correspondence.
3. To deal with all administrative tasks arising from meetings and ensuring decisions are communicated to those responsible for implementation and to deal with all related correspondence
4. To provide assistance, support, advice and guidance to Councillors.
5. To assist with the arranging and logging of Councillor training.
6. To assist with the provision of assistance, support, advice and guidance to Parish Councils.
7. To provide general administrative support to the Democratic Services Team

including processing all invoices and request for payment and issuing sales orders.

8. To undertake research and investigation into matters relating to legislation, government guidance, etc in connection with the democratic service.
9. To maintain an awareness of current best practice within the Democratic Services provision.

GENERAL

1. To support the achievement of the Council Plan, observe Corporate Values and promote environmental sustainability.
2. Provide advice, information, and attend meetings and training as required.
3. Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council's aims and objectives and in accordance with the Council's Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service's budget and performance.
4. To adhere to and ensure the appropriate compliance with the Health & Safety Policy.
5. To support, promote and comply with the Equality, Diversity and Inclusion Strategy
6. To comply with the Employee Code of Conduct and Ethics Standards.
7. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.
8. To undertake such other duties as may be prescribed from time to time that is commensurate with the experience of the post holder and the grading of the post.

October 2026