

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE:	DEPUTY BOROUGH SECRETARY
DIRECTORATE:	Resources
RESPONSIBLE TO:	Borough Secretary & Monitoring Officer
RESPONSIBLE FOR:	Committee Services Member Services Electoral Services Word Processing Services

MAIN PURPOSE OF JOB:

- ◆ To deliver effective Committee, Member, Electoral and Word Processing services which follow best practice and which comply with legislation and appropriate managerial, financial and administrative standards.
- ◆ To provide leadership, direction and management to the Democratic Services Division in order to deliver first class democratic services, ensuring the necessary contribution to the Council's service plans objectives and priorities.

MAIN RESPONSIBILITIES:

Corporate

1. To provide leadership, direction and management to the Democratic Services Division in order to deliver first class committee, member, electoral and word processing services, ensuring the necessary contribution to the Council's service plans objectives and priorities.
2. To work with Directors, Assistant Directors, Heads of Service and Councillors in a co-operative way, ensuring the delivery of first class democratic services and provision of constitutional advice.
3. To support organisational change and development and ensure effective systems of performance management are followed in accordance with Council systems.
4. To maintain an effective relationship with Members and to provide constitutional advice in an understandable and professional manner to the Council, its Committees, working groups, panels and external bodies as necessary.
5. To promote a positive image of Slough and represent the Council at national, regional and local level conferences, seminars and meetings as may be required.

6. To ensure full compliance with the Health and Safety at Work Act 1974 regulations, the Council's Health and Safety Policy and all locally agreed processes to ensure a safe working environment.
7. To promote the Council's equal opportunities policies and to avoid all forms of discrimination as an employer and service provider.
8. To comply with the Council's Standing Orders, Codes of Conduct and Financial Regulations and to advise the Chief Executive, Directors and Members as necessary.
9. To act as secretary to the Council's Corporate Management Team and the Group Leaders/Chief Executive meetings.
10. To promote corporate working, undertake corporate projects as required and undertake any other duties that are consistent with the Council's expectations as a senior manager.

Service

1. To be a member of the service Management Team and to contribute to the development and implementation of policies and procedures on constitutional matters which will optimise service delivery by the Council to its customers.
2. To plan and keep under review allocated service budgets in line with the priorities agreed by the Council and in accordance with the service/business plan; to monitor and control budgets and ensure clear accountability.
3. To contribute to the annual service/business plan, agreed with the Borough Solicitor and Monitoring Officer, ensuring the plan is delivered and its progress monitored through effective performance management.
4. To lead the division in delivering first class services, ensuring the achievement of IIP status and that the Council's HR policies are in place to motivate, train and appraise employees to optimise their skills, contributions and outputs. To create and maintain an organisational culture that empowers and involves individuals.
5. To ensure that Democratic Services are delivered in compliance with local government legislation and the Data Protection Act 1998.

Committee and Member Services

6. To lead the development, implementation and review of the Council's Constitution and other democratic arrangements/processes to meet changing statutory and local requirements.
7. To ensure that Members are aware of and are given consistent and timely advice/training on their roles and responsibilities on the Council and as individual Councillors.

8. To organise and co-ordinate the proper and effective planning, conduct and control of all the authority's democratic decision making processes and implementation thereof.
9. To maximise the use of information technology and to advise on appropriate systems.
10. To provide support and assistance to the Mayor in his/her civic and ceremonial duties (including overseeing the arrangements for the Annual General Meeting and Mayor Making).

Electoral Services

11. To act as Deputy Returning Officer for European, UK Parliamentary and Local Elections.
12. To oversee the management and conduct of all elections for and on behalf of the Council and the Government.
13. To ensure that Electoral Services provide a cost effective, responsive and customer friendly service to Members and the community.

Word Processing

14. To manage an effective and efficient word processing service which is cost effective and which delivers a service which is responsive to the Council's priorities.