

You will work closely with your team and manager to review processes and systems to identify and implement best practice, and you will contribute to the direction of the team and meet the high expectations of our customers.

You will undertake development and training as required, and your manager will hold regular 121s and appraisals with you.

Below is an overview of the types of things you will be involved in:

**Supporting the Council's democratic processes:**

Using the Council's democratic content management system to set up committees and meetings in line with statutory deadlines and planning your workload accordingly to ensure deadlines are met;

Setting up meetings and sending out appointments to participants.

Arranging webcasting of fixed and mobile meetings, including set up of equipment at meetings;

Archiving paper and electronic records in accordance with retention schedules, including logging of and transfer of paper files to the Council's Central Archive;

Compilation of the Minute Book each Municipal year;

Undertaking of tasks around Annual Council and the new Municipal Year, including ensuring memberships of Committees are accurately recorded following decisions made at Annual Council and throughout the year.

**Petitions:**

Receiving and processing petitions received by the Council in accordance with the Council's Petition Scheme. This will involve assessing criteria against the Petitions Scheme, assigning to a Responding Officer and keeping accurate records relating to the resolution.