**Job Profile**

**Principal Committee Officer**

**Level 4, Zone 1**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To be responsible for the efficient and effective servicing and support of formal bodies of the Council, including school admissions and other appeals panels.

**Example outcomes or objectives that this role will deliver:**

To prepare reports, agendas and minutes and to ensure that reports produced by other officers adhere to legal and corporate standards and procedures, are in accordance with Council policy and that, where required, the relevant Sections have had the opportunity to give advice.

To ensure that decisions taken at formal meetings comply with the constitution and other legal requirements.

To give advice as appropriate to Members and Chief and Senior Officers and appropriate external agencies with regard to the business of the Council, both on a day-to-day basis and in formal public meetings.

To maintain an awareness of changes in legislation, Government and Council policy etc which has a bearing on the work of bodies specified in the Constitution and to ensure that all relevant information is placed before the appropriate bodies without delay.

To contribute to the overall and continuing development of constitutional practices and guidelines and to ensure consistency across all areas.

**People Management Responsibilities:**

None

**Relationships;**

The work involves contacts with teams across the Council and a number of external stakeholders. The Committee Services team works particularly closely with colleagues in Legal Services, Finance, Elections and Member Support.

The post holder will have regular contact with Councillors and senior officers in relation to the running of meetings of formal committees of the Council, as well as with members of the public attending and external organisations making representations at those meetings.

Main functional links are:

Chairs of Council Bodies

Council Members generally

Chief Officers and other Officers in Departments

Members of the Public

Other local authorities, local authority associations,

Government Departments and other external agencies.

**Work Environment:**

The post is mainly office based although the post holder will be required to attend and clerk some meetings at external venues around the borough of Camden. The post holder will be working within a busy team dealing with a high volume of work and it is important that the post holder is able to work flexibly in response to changing priorities and volumes of work. Most formal meetings of Council committees are held in the evening and so evening work is required.

**Technical Knowledge and Experience:**

* Demonstrable knowledge of committee administration, council procedures and law.
* Familiarity with the software commonly used to support the running of council meetings, including experience of using modern.gov and webcasting software.
* Wide experience of servicing meetings that fall within the remit of the constitution to a high standard.
* Experience of producing complex reports/correspondence.
* Understanding of research techniques and experience of analysis and presentation of complex information.
* Excellent oral and written communication skills.
* Ability to oversee, co-ordinate and monitor the work of other staff, ensuring compliance with Council policy.
* Ability to work under pressure, managing and prioritising conflicting business needs as part of a busy team.
* Ability to understand complex issues/problems and present solutions.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility