**Job Profile**

**Job Title: Deputy Committee Services Manager**

**Job Grade: Level 5, Zone 1**

**Salary Range: £46,756 - £54,238**

**About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all. Our Committee Services Team is dedicated to supporting the Council’s decision making structures, ensuring transparent and robust processes are in place for our Members and our community. As Deputy Committee Services Manager, you would have a critical role in leading this service.

**About the role**

The Deputy Committee Services Manager will assist in leading and managing the Committee Services Team in supporting the Council’s decision making processes and ensuring that they comply with legislative requirements and best practice. Working closely with the Borough Solicitor, you will deputise for the Committee Services Manager in all aspects of managing the service, and specifically you will provide cover during leave. You will support all aspects of the democratic process in Camden to ensure that business is well managed and decisions are taken effectively and efficiently. You will service a wide range of formal and informal meetings, and will have oversight of the clerking of the Council’s five scrutiny committees. You will create and maintain excellent networks with the public, members, officers, partners and other agencies to support the work of committees, boards and other bodies and you will provide advice and relevant information to support those arrangements.

**About you**

You will have a thorough knowledge and understanding of the law and best practice of local authority meetings.

You will have extensive experience of working in a political environment and of providing advice to councillors and officers on decision making processes.

You will have operational knowledge of Constitutions and experience of giving advice on their implementation at all levels of an organisation.

You will have the ability to deliver high quality work under pressure, managing and prioritising conflicting business needs as part of a busy team, while maintaining a high level of accuracy.

You will have experience of delivering service improvements in a democratic services role.

You will work collaboratively with others within and outside the team to provide an excellent service and will have the ability to oversee, co-ordinate and monitor the work of other staff, ensuring compliance with the law and council policy.

You will communicate effectively and clearly with others at all levels of the organisation.

You will be familiar with the types of software commonly used to support the running of Council meetings, including experience of using a committee management system and videoconferencing software. Experience of webcasting council meetings would also be an advantage.

**Work Environment:**

The post is largely 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.

**People Management Responsibilities:**

In the absence of the Committee Services Manager, the post will manage up to 7 Principal Committee Officers and 1 Senior Committee Officer. On a day-to-day basis, the post will line manage 1 Senior Committee Officer.

**Relationships:**

Chairs of Council Bodies

Council Members generally

Chief Officers and other Officers across all Camden’s Directorates

Members of the Public

Other local authorities, local authority associations,

Government Departments and other external agencies.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,