Committee Manager

£25,694 - £32,164 (pro rata)

Ashted Lock (Licensing HQ)

Working 18.25 hours per week

This is an exciting part-time opportunity to work within a multi-functional team dealing with all facets of licensing and its sub-committees based at Ashted Lock in the Aston Science Park. You will be expected to commute to the Council house where all committee meetings are held.

You will be expected to clerk meetings across the licensing spectrum including the Licensing and Public Protection Committee, licensing sub-committees (A, B & C), dealing with matters under the Licensing Act 2003, the Gambling Act 2005, taxi and private hire driver and operator cases and expedited reviews.

In addition you will also liaise with elected Members and officers at all levels in relation to the meetings.

For informal enquiries please call Phil Wright, Group Team Manager on 0121 675 0216.

Ref: PL0592017

Closing date: Thursday 26th January 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Committee Manager

GRADE: GR4

NO OF POSTS: 1

DIVISION: Legal & Democratic Services

SECTION: Economy

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 To assist the Group team Manager and/or the Team Leader with effective and transparent management of Licensing Committee meetings and other associated tasks.

1.2 This post has direct influence on the successful organisation and conduct of meetings within the Council’s decision-making system, and the co-ordination of action/s arising.

1.3 A positive, flexible and pro-active approach to the varied organisational, co-ordination, servicing and advice needs of the various types of Council meetings is essential towards securing successful outcomes.

2.0 DUTIES AND RESPONSIBILITIES

List the main duties and responsibilities of the job, these must describe fully and in plain language, starting with the most important, e.g. to provide and maintain an accurate and efficient typing service etc).

2.1 To promote and provide a service using flexible working methods and computer technology. This includes the development of new administration procedures, different and more effective ways of approaching challenges in a modernising Council and the ability to adapt to change.

2.2 Ensure as directed that all meetings within (and relating to) the Council’s formal decision making system in particular Licensing and Public Protection Committee, associated Sub-Committee and expedited reviews associated arrangements are organised, convened and serviced in accordance with statutory requirements and best administrative practice.
2.3 To provide support to Chairpersons and senior officers to prepare work programmes, plan and organise meetings (statutory and non-statutory). Also, progress and secure meeting outcomes.

2.4 To advise Officers of the City Council on Committee and administrative procedures and the formulation of appropriate recommendations to Committees in relation to Standing Orders, Financial Regulations and statutory requirements.

In particular:-
(i) Attend meetings and prepare agendas, minutes, reports and other documents relating to those meetings having regard to legal

(ii) Attend pre-agenda meetings with the Chairpersons and senior officers and, as necessary, meetings of service management teams and other working groups as required.

2.5 Ensure that the decisions of Committees, etc are accurately recorded and available for all internal and external stakeholders to access via CMIS (Committee Management Information System) and any such replacement system. To provide a research and retrieval facility to all such decisions.

2.6 Provide transparent and meaningful response to correspondence relating to City Council's business from elected Members, Officers and other stakeholders.

2.7 To partake in any other duties commensurate with the grade.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Group Team Manager and/or Team Leader

JOB NO:

3.2 LEVEL OF SUPERVISION

2. Left to work within established guidelines subject to scrutiny by supervisor.
4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<td>None</td>
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*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

This is a politically restricted post.

There could be a requirement to attend meetings which may start & extend beyond normal working hours for non-manual staff and take place at various venues across the City.

The post will be located within the Licensing Team at Ashted Lock.

There may be mobility between the jobs at this level.
Place Directorate

Person Specification

**Post:** Committee Manager  
**Grade:** GR4  
**Division:** Regulation & Enforcement  
**Section:** Licensing

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | None                                             |        |
| **Experience**  
(Relevant work and other experience) | Experience of managing public sector meetings, preferably in a local authority environment.  
Experience of working with officers at all levels and also elected Members | AF/I   |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | Able to prioritise, plan and organise tasks to meet tight deadlines.  
Ability to prepare concise and accurate minutes and reports.  
Ability to receive, understand and convey information and ideas effectively, using skills in oral and written communication.  
Good knowledge of the Government’s current regulatory/licensing regulations and its impact on Local Government. | AF/I   |
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<th>Ability to act on own initiative, but still work as part of a team.</th>
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<td>Ability to adapt to change and be flexible and positive towards change, both at service level and within the organisation.</td>
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<td>Ability to use ICT packages, eg MS Word, Excel and Microsoft Outlook.</td>
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<td>Commitment to training and continuous professional development in respect of the requirements of the job and, in particular, the use of electronic agenda management and decision making systems CMIS (Committee Management Information System) or systems that may be implemented at a later date.</td>
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<th>Other</th>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.