

ONE VOICE WALES
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	NORTH WALES DEVELOPMENT OFFICER	Grade	£36,922 (FTE) (Pro rata - £21954)
Reporting To	Chief Executive	Hours	Minimum 22 Hours per week
		Working Pattern	Fixed weekdays to be agreed with line manager Occasional weekend and some evening work.

Purpose of the Role
<p>To be the primary contact for One Voice Wales member councils in the North Wales region, providing support, advice and guidance as required. To manage the relevant Area Committees taking place within the region.</p> <p><i>One Voice Wales is the principal organisation for community and town councils in Wales, providing a strong voice to represent the councils' interests at national level. It provides a range of high-quality services to support their work, including information and advisory services, policy and procedural support, training and development services, consultancy and the representation and promotion of the sector.</i></p>

Key Duties and Responsibilities
<p>1. General Duties</p> <p>a) To develop a close and effective working relationship with all member councils in an assigned region of Wales, acting as the first point of contact with One Voice Wales for those councils.</p> <p>b) To arrange Area Committee meetings, with translation facilities (as appropriate), inviting speakers and preparing the minutes (minimum of four meetings per year for each Committee) and working closely with the Chair of each committee.</p> <p>c) To be responsible for ensuring that all administration arrangements are in place in connection with these meetings.</p> <p>d) To receive, log, action and respond to enquiries from individual member councils, taking direct ownership of each query (whether or not the response requires referral</p>

elsewhere).

- e) To actively promote the benefits of membership of One Voice Wales, including giving presentations to non-member councils and assisting with all-Wales publicity and awareness-raising activities.
- f) To attend meetings of One Voice Wales' National Executive Committee, AGM and Conference, providing reports and assisting with planning and management as required.
- g) To prepare reports, discussion papers or other documents for presentation at Area Committee Meetings including the provision of options and choices on policy and service matters.
- h) To assist member councils in the understanding and implementation of key policies and procedures e.g., standing orders.
- i) To maintain an awareness of all existing and emerging local council legislation and support member councils' awareness of any new obligations to be considered.
- j) To establish and maintain effective paper and recording and electronic filing systems in a recoverable format.
- k) To undertake any other duties requested by the Chief Executive, which are consistent with the overall purpose and duties of the post.

2. Governance & Administration

- a) To have a sound knowledge of local government in Wales, specifically of the functions and operation of town and community councils.
- b) To arrange, manage and deliver formal meetings together with the preparation of minutes.
- c) To develop positive relations with external partners with the ability to develop and sustain new partnership arrangements.

3. Information Management and Information Technology

- a) To ensure that you handle all data in accordance with the requirements of the Data Protection Act 2018 and associated requirements of the Information Commissioner.
- b) To ensure that all files and records are maintained in an effective manner and that the organisation's policy on retention of documents is fully complied with.
- c) To support the organisation in ensuring that the digitalisation of systems and processes delivers maximum benefit for both One Voice Wales and member councils.

4. Communications

- a) To arrange the preparation and circulation of monthly e-briefings.
- b) To create / support the delivery of communication campaigns as required to effectively deliver key messages to member councils, including the promotion of events.
- c) To regularly contribute to the One Voice Wales web site as appropriate.
- d) To use and promote the effective use of digital applications including the use of remote meeting software.
- e) To assist with, or oversee (as required), the implementation of events, ensuring that they meet their objectives, and are delivered in a timely and effective manner.

5. Health and Safety

- a) To maintain your awareness of and to support the application of health and safety legislation within the organisation.
- b) To maintain an awareness of and to take care of your own health and safety.

6. Equality and Diversity

- a) To support the organisation in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work and that all member councils and external partners are fully aware of the organisation's commitment to its obligations arising from the legislation.
- b) To ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery.

7. People Management

- a) To observe all policies and procedures contained in the Employee Handbook.

8. Personal Development

- a) To achieve, within a period determined in consultation with the organisation, any relevant qualification appropriate for your role.
- b) To develop professionally by keeping up to date with your knowledge, skills and networks, to maximise the positive contribution you are able to make to member councils.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications, Experience and Education</p> <ul style="list-style-type: none"> • Good general education O level / GCSE Maths and English (or equivalent) • Educated to degree level • The holding of, or a willingness to work towards obtaining a relevant sector qualification • Work experience at a level appropriate to the duties of the post 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Provision of Certificates</p> <p>Application Form/Provision of Certificates</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • High-quality inter-personal skills, able to develop effective trust-based relationships with member councils and other external partners • Ability to communicate and work effectively in the Welsh language • Good written communication skills • Ability to organise workload with minimal supervision and meet deadlines • Ability to prepare agendas and take accurate minutes • Previous experience of working in a local council environment 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Application Form/Interview</p> <p>Application Form</p> <p>Interview</p> <p>Application form</p> <p>Application Form</p>

<ul style="list-style-type: none"> • Political sensitivity, tact and diplomacy • Good quality ICT skills, familiar with MS Office applications, remote meeting software, email and internet. • Understanding of the requirements of the data protection act and its application within an organisation • Awareness of health and safety legislation and its application within an organisation 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Interview</p> <p>Application Form</p>
<p>The Local Council Environment</p> <ul style="list-style-type: none"> • Understanding of the issues facing community and town councils and the environment in which they operate • Understanding of local council procedures and law 	<p>Essential</p> <p>Desirable</p>	<p>Presentation</p> <p>Interview/Selection Test</p>
<p>Forward Planning</p> <ul style="list-style-type: none"> • Understanding of strategy and development of action plans to support forward planning 	<p>Essential</p>	<p>Interview</p>
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual, able to work on their own initiative or as part of a team • Personality, conduct and credibility that engages the confidence of clerk's, councillors and external partners 	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>

<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level • Prepared to attend evening / weekend meetings as required • Full driving licence and access to a car • Willingness to travel to meetings involving occasional long distances 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
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