

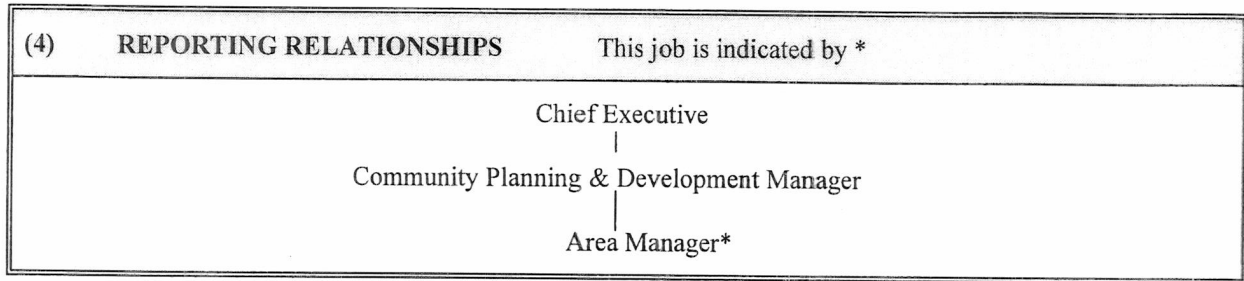
THE MORAY COUNCIL

JOB DESCRIPTION

<b>(1) JOB IDENTITY</b>	
<b>POST TITLE:</b> AREA MANAGER	<b>DEPARTMENT:</b> CHIEF EXECUTIVES
<b>SECTION:</b> COMMUNITY PLANNING	<b>LOCATION:</b> TBA
<b>REPORT TO:</b> COMMUNITY PLANNING & DEVELOPMENT MANAGER	
<b>GRADE:</b> 11	<b>POST NO:</b>

<b>(2) JOB PURPOSE AND WAY OF WORKING</b>
<b>To manage, support and develop the operation and administration of the Local Area Committees and local community planning. The area manager will be responsible for the production of Area Plans and will provide support to elected members serving on Area Committee. The area manager will work with partners to strengthen interagency working and ensure community engagement in the community planning process at a local level.</b>

<b>(3) MAJOR TASKS</b>
<p>3.1 To manage the administration and operation of the Area Committees</p> <p>3.2 To support elected members in the role within Area Committees</p> <p>3.3 To oversee the production and development of Area Plans</p> <p>3.4 To work with managers of Council services in the local area to ensure effective support and input to the local community planning process.</p> <p>3.5 Implement community planning by developing effective and streamlined local partnership arrangements at Area Committee level with Community Planning partners and others as appropriate</p> <p>3.6 Provide support to, and develop effective local liaison arrangements with Community Councils, Area Forums, Youth Forums, Tenants Forums, local voluntary organisations and other community organisations.</p> <p>3.7 Ensure the efficient and effective management of staff, budgets and other resources for which the post is responsible and ensuring local compliance with the Council's personnel policies, health and safety policies, financial regulations and contract standing orders.</p> <p>3.8 Carry out such corporate tasks and service responsibilities as may be agreed by the Chief Executive.</p>



*SIGNATURES AND ADMINISTRATION ONLY*

<i>Author's Signature:</i>	<i>Validator's Signature:</i>	<i>Date:</i>
<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

**JOB DESCRIPTION Cont/d ...**

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|------------|--|
| <b>(5)</b> | <b>DUTIES TYPICALLY INCLUDE:</b>   |
| <b>5.1</b> | <b>To manage the administration and operation of the Area Committees</b>   |
| 5.1.1      | To ensure effective organisation and administration of the Area Committee structure.   |
| 5.1.2      | To ensure elected members have access to relevant information, committee papers and data in order to carry out their role in the area committee effectively. |
| <b>5.2</b> | <b>To support elected members in their role within Area Committees</b>   |
| 5.2.1      | To act as liaison between elected members, services and partners in providing effective service delivery.  |
| 5.2.2      | To act as a liaison between elected members and community organisations.   |
| 5.2.3      | To produce a regular information bulletin for elected members.   |
| <b>5.3</b> | <b>To oversee the production and development of Area Plans</b>   |
| 5.3.1      | To ensure the production of an annual Area Plan in each Area Committee.  |
| 5.3.2      | Ensure that Area Committees are given effective performance management data relating to service delivery in their area.                                      |
| 5.3.3      | To monitor and evaluate with the Area Committee and relevant officers the progress of the Area Plan.   |
| <b>5.4</b> | <b>To work with managers of Council services in the local area to ensure effective support and input to the local community planning process.</b>            |
| 5.4.1      | Work with Service Directors and senior managers to ensure effective implementation of the Area Plan.   |
| 5.4.2      | To monitor progress on actions allocated to Council services to ensure effective implementation.   |

**(5) DUTIES TYPICALLY INCLUDE:**

**5.5 Implement community planning by developing effective and streamlined local partnership arrangements at Area Committee level with Community Planning partners and others as appropriate.**

5.5.1 To work with elected members, partners and the community to develop appropriate structures to ensure effective community planning at the local level

5.5.2 Establish relevant task or project groups to take forward specific issues in line with the area plan.

**5.6 Provide support to, and develop effective local liaison arrangements with community Councils, Area Forums, local voluntary organisations and other community organisations.**

5.6.1 Ensuring that the National Standards for Community engagement are adhered to.

5.6.2 To develop mechanisms and support to ensure effective community engagement with the work of the area Committees

5.6.3 Work with Area Committee support workers , CLD staff, LCN staff and other partners to ensure effective support to community organisations in the area

**5.7 Ensure the efficient management of staff, budgets and other resources for which the post is responsible and ensuring local compliance with the Council's personnel policies, health and safety policies, financial regulations and contract standing orders.**

5.7.1 To provide management to Area Forum Support workers and any other staff appointed to support the Area Committee ensuring development of their role through support, supervision ERDP and staff development,

5.7.2 To ensure that all Council Policies personnel policies, health and safety policies, financial regulations and contract standing orders are implemented

5.7.3 To Manage any budgets allocated to area committees and ensure effective reporting of those budgets to the Area Committees

**5.10 Carry out such corporate tasks and service responsibilities as may be agreed by the Chief Executive.**

**The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.**

**JOB DESCRIPTION**

<b>(1) JOB IDENTITY</b>	
POST TITLE: Local Area Committee Support Worker DEPARTMENT: Chief Executives	
SECTION: Community Planning	LOCATION: TBA
REPORT TO: Area Manager	
GRADE: 6	POST NO:

<b>(2) JOB PURPOSE AND WAY OF WORKING</b>
To support the Area Committee and develop local community planning by sustaining active community engagement in local community planning

<b>(3) MAJOR TASKS</b>
3.1 To support Local Area Committees
3.2 To ensure community engagement in the community planning process at a local level.
3.3 To co-ordinate the implementation of projects, events and initiatives identified by the Area Partnership and other key local partnerships.
3.4 Carry out such corporate tasks and service responsibilities as may be agreed by the Chief Executive

<b>(4) REPORTING RELATIONSHIPS</b>	This job is indicated by *
Community Planning & Development Manager   Area Manager   Local Area Committee Support Worker*	

*SIGNATURES AND ADMINISTRATION ONLY*

Author's Signature:	Validator's Signature:	Date:
Postholder's Name:	Signature:	Date:
Supervisor's Name:	Signature:	Date:

**(5) DUTIES TYPICALLY INCLUDE:**

**5.1 To support the work of the Local Area Committee**

- 5.1.1 To work with the area managers to ensure the effective operation and administration of the Local Area Committees and local community planning.
- 5.1.2 To work with elected members and Area Managers to develop the Area Plan.
- 5.1.3 To assist the area Committee and Area manager in the administration of any budgets held by the Area Committee.
- 5.1.4 To produce progress and other reports to the area committee when requested.
- 5.1.5 To liaise and work with organisations applying for or in receipt of support from the area committee.
- 5.1.6 Advertise and publicise the activities of the Area Committee and community activity to residents to ensure they are fully informed about community planning and the Area committee in their area.

**5.2 To ensure community engagement in the community planning process at a local level.**

- 5.2.1 To provide support advice information and training to Area Forums, Community Councils and Youth forums to allow them to identify community needs.
- 5.2.2 To work with and assist community organisations to assist them contribute and participate in the development of an Area plan and the work of the area committee
- 5.2.3 Provide flexible support to community groups to allow them to contribute meaningfully and effectively.
- 5.2.4 In Partnership with Community Learning and Development staff liaise between the area forum, youth forum and the area Committee to ensure that identified needs are highlighted to the Area Committee
- 5.2.5 To apply recognised quality assurance systems (HGIOCLD, LEAP etc) and encourage local people to participate in these evaluations.

**5.3 To co-ordinate the implementation of projects, events and initiatives identified by the Area Committee**

- 5.3.1 To organise and co-ordinate any events public meetings agreed by the Area Committee
- 5.3.2 To facilitate any task groups project groups established by the area Committee
- 5.3.3 To assist the Area Committee in the development of any initiatives agreed by the area Committee

**5.4 Carry out such corporate tasks and service responsibilities as may be agreed by the Chief Executive**

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.

**THE MORAY COUNCIL**

**JOB DESCRIPTION**

<b>(1) JOB IDENTITY</b>	
<b>POST TITLE:</b> Committee Services Officer	<b>DEPARTMENT:</b> Central Services
<b>SECTION:</b> Legal & Committee	<b>LOCATION:</b> HQ, Elgin
<b>REPORT TO:</b> Principal Committee Services Officer	
<b>GRADE:</b>	<b>POST NO:</b>

<b>(2) JOB PURPOSE AND WAY OF WORKING</b>
To act as Committee Services Officer for Area Committees providing effective committee services

<b>(3) MAJOR TASKS</b>
1) Committee Services for Area Committees

<b>(4) REPORTING RELATIONSHIPS</b>
<p>Chief Legal Officer</p> <p>↓</p> <p>Principal Committee Services Officer</p> <p>↓</p> <p>Senior Committee Services Officer          Committee Services Officers          Area Committee Officers          Clerical Assistants/WPOs</p>

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<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

(5) **DUTIES TYPICALLY INCLUDE:**

- 1) Consult with the Area Committee Manager on matters which will be, are, or have been under consideration by the relevant Area Committees.
- 2) Advise on the style and content of reports in regard to the corporate report format
- 3) Make all arrangement for the holding of meetings including the preparation of agendas and their issue along with any relative reports etc.
- 4) Attend meetings to offer procedural advice if necessary and to note the decisions taken at those meetings
- 5) Prepare draft minutes of meeting giving a precis of the issues discussed, outcome of voting and decisions made, for revisal by Area Committee Manager
- 6) Produce action sheets for the guidance of officers
- 7) To be familiar with previous decisions of the Area Committees etc. and to be able to gain access to those decisions through operation of the Council's computerised minute retrieval system
- 8) To undertake the duties of other committee services staff during holidays and sick leave to such extent as necessary
- 9) Carry out any other related duties as directed by the Principal Committee Services Officer