

# EXETER CITY COUNCIL

## Job Description

<b>JOB TITLE</b>	: Housing Advisory Board Support Officer
<b>GRADE</b>	: F
<b>POST NO</b>	: 4391
<b>DIRECTORATE</b>	: Housing
<b>UNIT</b>	: Housing Tenancy Services
<b>REPORTS TO</b>	: Housing Policy, Projects and Performance Officer
<b>RESPONSIBLE FOR</b>	: None
<b>LIAISON WITH</b>	: Members; Directors; Managers; Officers; tenants; leaseholders; external professionals

### MAIN PURPOSE

To ensure that meetings of the Council Housing and Development Advisory Board are successfully held; that the governance structures of the Council are maintained and that members of the Board are supported to carry out their duties effectively

### MAIN DUTIES & RESPONSIBILITIES (MDR)

1. Prepare and distribute agendas listing the issues to be discussed at Board meetings and liaising with Board members to ensure accuracy
2. Follow and implement timetables for Board meetings; check and chase reports; book rooms; set up meetings; arrange refreshments; pay expenses; make travel arrangements if appropriate
3. Attend meetings, listen to debates and take/circulate accurate minutes/action points
4. Communicate with Board members and invitees to Board meetings on a range of different subjects, including providing members with advice on submitted reports
5. Advise Board members about constitutional procedures and protocols; interpretation of standing orders; members Code of Conduct and other relevant matters
6. Obtain any information requested by Board members including undertaking research projects; setting up 'task and finish groups'; inviting speakers from other Councils or organisations to attend Board meetings and so on

7. Arrange training for Board members as required, including induction processes
8. Deal with enquiries and general correspondence relating to the Board and liaise regularly with the Chair
9. Maintain and file any records that may be necessary to fulfil Board functions
10. Publicise the work of the Board as appropriate. Develop and update any webpages connected to the Board including posting on social media
11. Perform any other duties commensurate with the role

**DATE LAST UPDATED:** 10<sup>th</sup> March 2022

# Person Specification

**JOB TITLE** : Housing Advisory Board Support Officer

**GRADE** : F

**POST NO** : 4391

**DIRECTORATE** : Housing Tenancy Services

**UNIT** : Housing Policy Officer

## Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Qualified to A level standard in at least two subjects	E	A, C
2 years' experience of working in a local government or housing environment	D	A
Understanding of Local Government legislation relating to Committees	D	A, I
Political awareness and an understanding of the necessity of adopting a neutral political stance, regardless of personal opinions	E	A, I

## Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Excellent oral and written communication and interpersonal skills	E	A, I
Good listening skills, in order to follow complex debates	E	A, I
Ability to produce high quality, accurate work to tight timescales, including taking minutes and writing reports	E	A, I
Ability to work effectively under pressure with conflicting demands	E	A, I
Ability to work under own initiative and within a team	E	A, I
Ability to be methodical, organised and to pay close attention to detail	E	A, I
Excellent time management skills	E	A, I

<b>Criteria</b>	<b>Essential/ Desirable (E/D)</b>	<b>Method of Assessment</b>
Strong ICT skills for reporting and statistical work	E	A, I
A professional manner, to deal with people from a wide range of backgrounds	E	A, I
To feel comfortable working without close supervision	E	A, I
Discretion, as confidential issues may be discussed at meetings	E	A, I
Commitment to promoting equality and diversity	E	A, I
Able to service occasional evening meetings	D	A, I

**CATEGORY:** **A:** Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

**COMPLETED BY** : Vicky Labbett  
**DATE** : 8<sup>th</sup> March 2022