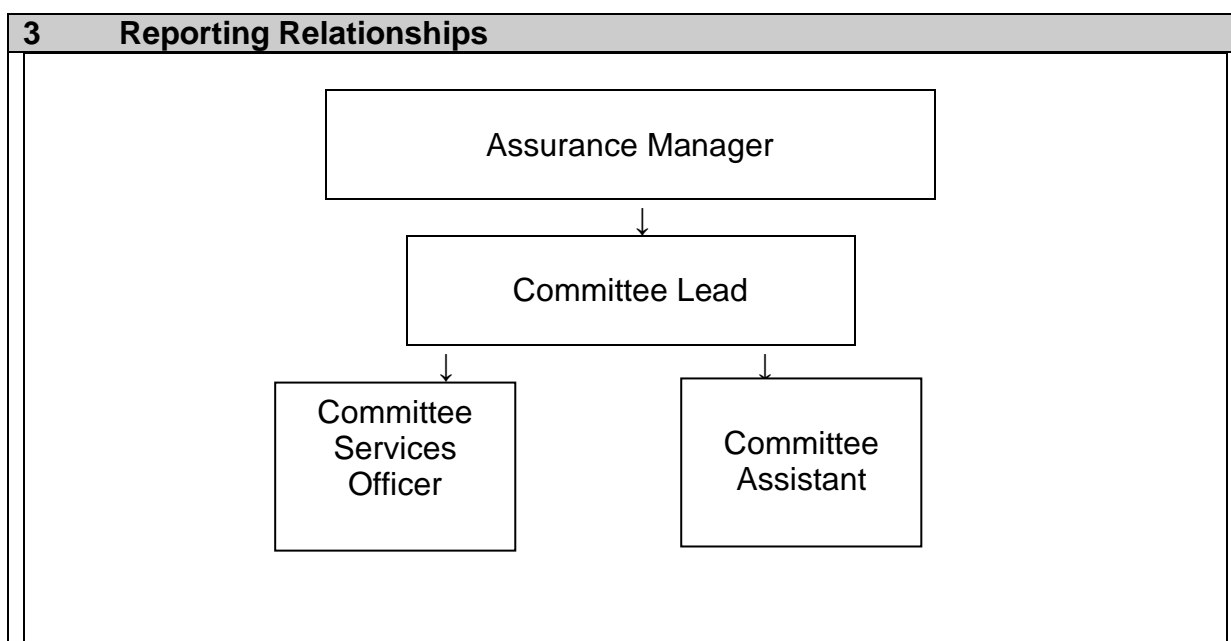


# ABERDEEN CITY COUNCIL JOB PROFILE

1 Job Details	
Job Title:	Committee Assistant
Job Profile No:	
Function:	Governance
Grade:	G11
Version Date:	September 2018

2 Job Purpose
To assist in providing committee support within the Council's committee structure and to undertake other partnership work, in order to ensure that the Council meets its statutory requirements.



4 Outcomes
<p><b>The postholder will be expected to:</b></p> <ol style="list-style-type: none"><li>(1) assist in providing committee support for meetings within the Council's committee structure;</li><li>(2) undertake associated partnership work;</li><li>(3) provide cover for Committee Services Officers as and when required; and</li><li>(4) provide cover for the Support Officer to Aberdeen City Children's Panel as and when required.</li></ol>

5 Knowledge
<p><b>The post holder needs to be able to demonstrate a sound understanding of:</b></p> <ul style="list-style-type: none"><li>• office environment and procedures, including knowledge of Microsoft Office or equivalent packages</li></ul>

6 Job specific skills & competencies
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**The post holder is expected to demonstrate:**

- an ability to adhere to statutory deadlines
- an ability to understand political sensitivities
- accuracy in respect of all written work
- an ability to perform some of the outcomes required of Committee Services Officers, as and when required
- an ability to perform some of the outcomes required of the Support Officer to Aberdeen City Children's Panel as and when required

**7 Organisational Behaviours**

**The post holder is expected to display the following behaviours:**

**Communication**

- Relates well to others and works with them to help meet their needs
- Is open and honest in communication
- Uses the most effective means of communication for the message and the audience
- Listens objectively

**Customer Focus**

- Understands and responds appropriately to customers' needs
- Resolves customer queries at the point of contact and only refers to others when genuinely appropriate
- Explains the reasons for decisions, deadlines, changes etc
- Deals with customers fairly and equitably
- Works collaboratively across service/team/organisational boundaries to deliver excellent customer service

**Professionalism**

- Maintains confidentiality
- Demonstrates honesty and integrity in their decisions and actions
- Is recognised as a source of advice/knowledge
- Comes prepared for meetings
- Keeps skills and knowledge up to date

**Respect**

- Makes colleagues feel valued and supported
- Shows respect for people at all levels
- Is courteous, polite and considerate to all
- Complies with council policies, procedures and guidelines

**8 Requirements of the Job**

**The post holder needs, as a minimum:**

- To adhere to the requirements of a politically restricted post
- To hold a relevant qualification in law, public administration or suitable equivalent.

## **9 Development**

**The post holder must have undertaken or must undertake the following within a specified period.**

- Job specific development to be determined in consultation with the Committee Lead
- Development as necessary to understand democratic processes within local government
- Development as necessary to demonstrate proficiency in electronic committee management packages (Issue Manager/modern.gov) and website management
- Complete online training in Committee Reporting, Data Protection, Child Protection, For Your Eyes Only (ICT security) and other corporately agreed training