

Job Profile

Position Details	
Post	Principal Scrutiny Officer
Service Area	Corporate Governance / Democratic Services
Reports to	Democratic Services and Scrutiny Manager
Grade	PO4/5
Job Family	To be completed by HR

Role Purpose
To support the Council's important scrutiny function

Main Responsibilities
<ol style="list-style-type: none"> 1. Proactively support Overview and Scrutiny in Haringey, taking lead responsibility for specific areas of the scrutiny function to ensure an effective and efficient scrutiny service. 2. Help to improve the performance, development and delivery of council services and those of partner agencies by providing advice to Scrutiny Members using legislative, policy, project management and research expertise. This will involve analysing information and providing advice and interpretation to Members. 3. To support the development of the Scrutiny work programme, giving regard to the priorities of Councillors, the executive, officers and the community. This will involve informal engagement and arranging consultation with key stakeholders, and developing ideas for scrutiny projects into realistic, scoped out proposals. 4. To support and develop an effective and efficient statutory scrutiny function at Haringey Council. To ensure the overall development of the Council's scrutiny function in a way that is conducive to constructive working relations between the Council's executive and non-executive Members. 5. Ensuring that the running of the Overview and Scrutiny Committee and/ or Sub-Committee and or Panels complies with all constitutional and relevant local government legislative requirements, and providing advice to Councillors and officers as required. 6. Working effectively with elected Members and senior officers to deliver the Council's scrutiny function, requiring integrity, diplomacy, confidence and sound judgement. 7. Delivering scrutiny reviews that are well-evidenced, objective and impartial. This involves identifying and engaging key witnesses and evidence and producing reasoned, well-written reports with practical recommendations.

8. Working with colleagues across the organisation to assist ensuring the Council’s decision-making is transparent and understandable to the public.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council’s Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p><u>Knowledge:</u></p> <p>To have high level knowledge and understanding of local government structures – particularly the Scrutiny function and statutory framework.</p> <p>Knowledge of the main issues facing Haringey</p>	<p>E</p> <p>D</p>
<p><u>Qualifications</u></p> <p>A degree, or significant in-work experience of researching and preparing written analysis</p>	<p>E</p>
<p><u>Experience</u></p> <p>Extensive experience of writing and presenting complex reports i</p> <p>Proven track record of working effectively with senior colleagues (including elected Members and Officers) to add value within a large organisation.</p> <p>Knowledge and experience in public engagement and involvement techniques.</p>	<p>E</p> <p>E</p> <p>D</p>
<p><u>Skills and Abilities</u></p> <p>Ability to identify a subject for review, and scope and deliver an inquiry.</p> <p>Effective communication including good presentation skills.</p> <p>Excellent project planning and management skills to manage complex projects, undertake investigations and identify potential problems in a political and evolving environment.</p>	<p>E</p> <p>D</p> <p>E</p>

Ability to undertake primary and secondary research and to analyse and interpret quantitative and qualitative data, including budgetary and performance data.

D

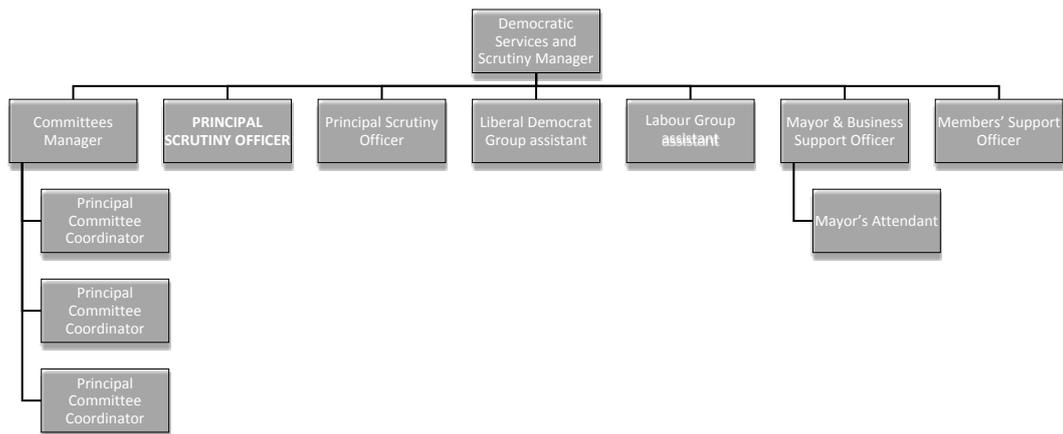
Main Contacts & Other Information

Main Contacts:

Chair of Scrutiny Committee and Panels
Elected Councillors
Democratic Services and Scrutiny Manager
Monitoring Officer and legal service
Senior officers – both in service areas and corporate support

Other Information:

Organisational Structure



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	85	Use of a computer.	Y	85
Audio typing.	N		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	Y	10
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	Y	85

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Y	10	Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A – only routine filing of documents
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A