

DCN Policy and Support Officer- Job Description

Responsible to: District Council's Network Director

Job Purpose:

To support the smooth running of the District Council's Network (DCN) to ensure we are the national voice of District Councils, ensuring we support our membership in the most effective way.

To support operations of the DCN and maintaining relationships to enable effective working with our member organisations, boards and working groups, government, MPs, civil servants, leading think-tanks and local government interest organisations to promote the interests of District Councils.

To provide professional business support to the DCN Director, DCN Chair, DCN Chief Executive Chair, lead Members, Chief Executives and Policy Officers to enable them to undertake their roles effectively.

Key Responsibilities:

- To provide a can-do and professional service to our member organisations, supporting the DCN to provide timely and effective communication with our membership and a valued service.
- To organise all the details of DCN events, conferences and meetings to ensure their smooth running e.g. Member Boards, Assemblies, Chief Executive's Group, Work-stream Meetings, maximising attendance and ensuring follow-up on actions.
- To support the Director and DCN to maintain a network and database of key contacts, to ensure that DCN is able to effectively influence key stakeholders and communicate effectively to our members.
- To maintain the DCN forward work programme to ensure timely delivery of all key activities, meetings and projects.
- To be the first point of contact for all DCN business support activities, including electronic minuting of meetings, communications e.g. telephone and emails.
- To support a daily presence in the LGA offices, presenting a professional image of the DCN.
- To be responsible for the processing of expense claims, invoices and subscriptions.
- To assist the DCN Director in providing well-researched, evidential and robust briefings, consultation responses, reports for meetings, publications and presentations.

- To be prepared to perform additional duties not included above that are appropriate to the job grade and qualifications/experience as contained within the Person Specification, recognising that this Job Description will be kept under review and may be amended at the organisation's discretion to ensure service needs are met.

Job Specification

Requirements	Essential or Desirable
Degree qualification or equivalent experience	E
Experience	
Working in the public sector, think-tank environment or similar	D
Experience of working with staff and elected members at a senior level	E
Working under own initiative	E
Knowledge and Skills	
A flexible approach and the ability to prioritise and manage own workload and manage conflicting priorities.	E
Have a keen interest in local government and awareness of the key agendas	D
An understanding of political and organisational sensitivities and an understanding of the local government and political environment	E
Excellent oral and written communication skills and ability to write concisely and with sensitivity	E
Ability to network and to establish effective working relationships at all levels.	E
Good IT skills	E
Excellent organisational skills for events and meetings.	E