

# CARDIFF COUNCIL

## JOB DESCRIPTION



<b>Service Area:</b> Corporate
<b>Division/Section:</b> Scrutiny Performance & Improvement

<b>Job Title:</b> Principal Scrutiny Officer	<b>Post Ref No:</b> SC50210844
--	--------------------------------

<b>Grade:</b> PO4	<b>Hours:</b> 18.5 hours per week
-------------------	-----------------------------------

<b>Special Conditions Applying:</b> Car allowance Grading conditions Special working arrangements : Seconded post – 0.5 FTE
--

<b>Reporting arrangements:</b> Operational Manager (Scrutiny Services)
--

<b>Job Purpose:</b> To support the conduct of effective and rigorous scrutiny by the Cardiff Integrated partnership Board's Scrutiny Panel and its task and finish groups
---

<b>Duties and Responsibilities</b> <b><u>Job Specific</u></b> <ol style="list-style-type: none"><li>1. Provide research, investigative and administrative support to the Cardiff Integrated Partnership Board's Scrutiny Panel to enable them to exercise rigour and be effective in their work.</li><li>2. Ensure that appropriate project and policy information is brought before the Cardiff Integrated Partnership Board's Scrutiny Panel for timely consideration.</li><li>3. To prepare reports and present reports and provide advice and support to the Cardiff Integrated Partnership Board's Scrutiny Panel.</li><li>4. To Project manage specified projects on behalf of the Cardiff Integrated Partnership Board's Scrutiny Panel.</li><li>5. To support officers and other individuals and organisations appearing before the Cardiff Integrated Partnership Board's Scrutiny Panel to prepare.</li><li>6. To encourage and facilitate greater involvement in the Cardiff Integrated Partnership Board's Scrutiny process by key organisations and the general public, and to raise the profile of the whole Local Service Board Scrutiny process.</li><li>7. To identify individuals and organisations with a specific interest or expertise in topics for scrutiny and commission evidence and research from them, as appropriate.</li><li>8. To carry out other duties as may be reasonably required in order to facilitate effective Cardiff Integrated Partnership Board Scrutiny.</li></ol>
--

**Corporate**

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunities Policy.
2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

**(DATE COMPLETED**

**AGREED BY: .....**

**Date Received by Post holder: .....**

**Signature of Post holder: .....**