

Job Description

Scrutiny Officer

- Grade: PO2
- Reports to: Scrutiny Team Leader
- Direct reports: None
- Your team: Democratic Services
- Service area: Law and Governance
- Directorate: Resources

Special requirements of the post

Workstyle: Desk-based worker, although attendance at evening meetings is required.

This post is designated as politically restricted

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The Scrutiny Officer provides professional operational support to the Council's scrutiny function, enabling Members to hold decision-makers to account and contribute to service improvement. Working under the direction of the Scrutiny Team Leader, the role supports scrutiny committees, panels and reviews through effective meeting coordination, research, evidence gathering and report drafting. The postholder works closely with Members, officers and external

partners, ensuring scrutiny activity is well-organised, transparent and robust, while managing multiple deadlines and supporting evening meetings during busy scrutiny cycles.

Key responsibilities

- Deliver day-to-day operational support to the Council's scrutiny function, providing high-quality officer support to scrutiny committees, panels and task groups under the direction of the Scrutiny Team Leader.
- Coordinate assigned scrutiny meetings, including agenda preparation, report collation, publication to statutory deadlines, and logistical arrangements, ensuring meetings are effectively serviced and compliant.
- Service scrutiny meetings and evidence sessions, supporting Chairs, Members and witnesses; attending meetings (including evenings), producing notes/minutes as required, and accurately recording actions and outcomes.
- Provide procedural and practical advice on scrutiny processes, protocols and meeting practice to Members and officers, escalating complex, sensitive or high-risk issues to the Scrutiny Team Leader.
- Support the delivery of agreed scrutiny work programmes, assisting with scheduling, preparation and coordination of reviews, task groups and informal evidence-gathering activity.
- Undertake research, analysis and evidence gathering to support scrutiny reviews, including summarising information, analysing data, and preparing briefings to inform discussions and recommendations.
- Draft scrutiny documentation and outputs, including reports, review findings, recommendations, action trackers and follow-up papers, ensuring clarity, accuracy and accessibility.
- Liaise with internal officers, partners and external contributors to support their involvement in scrutiny activity, coordinating attendance, briefing requirements and timely provision of information.
- Maintain and monitor scrutiny actions and recommendations, tracking responses and progress, chasing updates, and supporting the preparation of monitoring and outcome reports.
- Support transparency and public accessibility of scrutiny, including maintaining web content, publishing agendas and papers, and assisting with public engagement and information requests as appropriate.
- Contribute to service consistency and improvement, using agreed templates, guidance and systems, supporting effective use of technology, and sharing learning and good practice within the team.
- Work flexibly across the democratic services function as required, managing competing deadlines, responding to enquiries, and providing cover or support to colleagues during peak periods.

- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Experience supporting committees, panels or similar formal decision-making or challenge processes	Essential
2	Understanding of local authority governance, scrutiny or democratic processes	Essential
3	Experience coordinating meetings, agendas, papers and follow-up actions	Essential
4	Ability to research, analyse and summarise complex information clearly	Essential
5	Experience drafting reports, briefings or formal documents	Essential
6	Ability to communicate effectively with Members, officers and external stakeholders	Essential
7	Ability to manage multiple priorities and deadlines in a pressurised environment	Essential
8	Awareness of constitutional, procedural or governance requirements (or ability to learn quickly)	Essential
9	Confident use of committee management systems and Microsoft Office tools	Essential

Point	Criteria description	Essential/desirable
10	Willingness to attend evening meetings and work flexibly when required	Essential
11	Ability to work collaboratively and support colleagues across democratic services	Essential
12	Direct experience of scrutiny reviews or task-and-finish work	Desirable

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.