

FAREHAM

BOROUGH COUNCIL

Our values



JOB TITLE – Committee Officer

SALARY - £27,302 - £30,037 (30 hours per week - Grade 5)

What is the role?

You will be responsible for assisting with Council committees and other formal and informal meetings and briefings attended by elected Members. You will carry out all administration tasks associated with the committee process, and you will also assist with the delivery of administrative support to elected Members.

You will:

- Prepare committee agendas and Minutes by liaising with report authors, Heads of Service and Directors to agree content.
- Create report templates and distribute them to report authors, advising of authorisation deadlines.
- Organise and attend Chairman briefing meetings for each committee and Panel and undertake any subsequent actions or preparatory work.
- Organise and attend committee meetings and other formal or informal meetings, as allocated by the Committee Manager. Liaise with members of the public, provide information to Senior Managers, Directors and Elected Members on the meeting processes and record the minutes of the meeting.
- Undertake other administrative tasks to support Members and their training and development.
- Update systems with accuracy.
- Advise customers verbally, in writing or by e-mail about committee meetings and how they can get involved via deputations, petitions or by attending meetings.
- Act professionally at all times, speaking to customers, colleagues and elected Members in a helpful and polite way.

Who is the Person?

It is important to us that you have:

- The ability to follow committee rules as set out in the Council's Constitution
- The ability to constructively and collaboratively challenge the rules
- A customer orientated and non-judgemental approach
- Tact and diplomacy skills
- An awareness of maintaining confidentiality
- Political awareness
- The ability to work on your own initiative and as part of a team

- A flexible working attitude and be able to attend evening meetings
- Excellent ICT skills and accurate recording and note keeping
- The ability to balance conflicting priorities
- Excellent verbal and written communication skills
- A steady and methodical approach to work
- A sense of pride and commitment to do a good job

Last Updated: September 2026

Our policy is to make adaptations for those who have substantial and long-term disabilities. If you need an adaptation to carry out any of the above please let us know.