

## JOB DETAILS

<b>POST TITLE</b>	Senior Democratic & Electoral Services Officer	<b>GRADE 9</b>
<b>POST NO.</b>	11223	<b>*SALARY</b> £39,285- £43,386
<b>DIRECTORATE</b>	Resources	<i>*The salaries shown above are for a full-time post of 37 hours per week. Salary and benefits package will be pro rata if offered on a part-time basis.</i>
<b>SERVICE</b>	Legal & Democratic Services	
<b>SECTION</b>	Democratic & Electoral Services	

## JOB DESCRIPTION

### 1. **Purpose**

The purpose of this role is to provide administrative support at senior level to meetings of the Council, including Cabinet, PAGs, regulatory committees, overview and scrutiny committees, joint committees and members working groups, ensure councillors are adequately supported in undertaking their responsibilities, including their training and development, ensure the efficient publishing and retention of records of official decision making and meetings of the Council.

The post holder will also assist with the preparatory work, administration and delivery of all aspects of elections/referenda and electoral services, deputising for the Democratic & Electoral Services Manager as necessary.

This is a Politically Restricted Post under the Local Government and Housing Act 1989 (as amended).

The post holder will assist the Democratic and Electoral Services Manager with day to day supervision of staff in both teams where necessary.

The post holder will be expected to maintain an up to date knowledge of the complex legislation relating to the service.

### 2. **Range of Service Management Responsibilities**

- a) To deputise for the Democratic & Electoral Services Manager.
- b) Ensuring the team is working in accordance with the relevant legislation and policy.
- c) To provide coaching, training and assistance to all members of the team.
- d) Monitoring day to day performance against priorities and performance indicators and providing management information.
- e) Keeping abreast of service development and organisational change in order to develop the service provided.
- f) Management of sensitive and confidential data relating to the service.

### 3. **Reporting Lines**

- a) The post reports to Democratic & Electoral Services Manager
- b) No posts report directly to this post but this post will assist in allocation of work to the Democratic & Electoral Services Officers, Democratic & Electoral Services Admin Officers and Trainee Democratic & Electoral Services Officer and supervise the posts on a day to day basis.

### 4. **Detailed Responsibilities**

#### **a) Management**

- i) Deputising for the Democratic & Electoral Services Manager in their absence.
- ii) Assist the Democratic & Electoral Services Manager with the day to day supervision of staff and resources within the Team to ensure that tasks are completed to agreed priorities and targets as identified in the Service Plan.
- iii) Assist the Democratic & Electoral Services Manager with the coaching, training and development of the team.

#### **b) Personal Responsibilities**

- i) To prepare and manage agendas and minutes, in liaison with relevant officers and councillors and ensure they meet statutory requirements
- ii) Attend meetings during and outside normal office hours on a regular basis, provide procedural advice to councillors and produce clear and accurate decisions/minutes in accordance with deadlines
- iii) To ensure councillors are kept informed of any developments relevant to undertaking their roles and to deal initially with any issues that may arise
- iv) To deal with enquiries and provide information and advice on the Council's democratic arrangements to councillors, officers, parish councils, the press and the public
- v) To ensure councillors are adequately supported to undertake their roles
- vi) Undertake committee administration work of a more complex nature such attendance at the more complex sub-committees/committees and be able to explain statutory and constitutional requirements relevant to the practice of meetings
- vii) Administer members expenses claims
- viii) To participate in member training or induction programmes, and be responsible for updating the members' handbook, members' section of the intranet and the website
- ix) To maintain awareness and understanding of new legislation and/or best practices and implement any policies, strategies and procedures as appropriate.
- x) To take responsibility for duties in respect of electoral registration and elections as required by the Democratic & Electoral Services Manager, including liaison with suppliers and key tasks in respect of elections management.

- xi) Preparation and reporting of management information to monitor team's performance against performance indicators and submit electorate/elections statistics in connection with Government returns. Identifying areas for improvement and amending policies and processes as appropriate.
- xii) Maintain a working knowledge of relevant legislation relating to local authority governance, meetings, electoral registration and elections
- xiii) Ensure that all aspects of the service are carried out in accordance with current legislation, best practice, government guidance, audit requirements and performance targets.
- xiv) Enable continuous development of the Service by ensuring on-going review of all systems, forms, letters and business processes to monitor service quality and enhance service delivery. Undertake projects and initiatives, benchmarking exercises, etc.
- xv) Respond to enquiries and complaints from customers, elected members, Members of Parliament and Local Government Ombudsman.
- xvi) To undertake such other matters, projects or assignments and may be assigned to the post holder from time to time by the Democratic and Electoral Services Manager or Head of Service.
- xvii) All employees are expected and required to contribute to service planning, service delivery and service improvement as appropriate for their roles.

#### **c) Additional Personal Responsibilities**

- xviii) Prepare reports for Council, attend committee and Policy Advisory Group meetings and deliver presentations to external bodies/other services on the implications of any new or proposed legislation and change.
- xix) Respond to and advise on the more complex enquiries and complaints from customers, elected members, Members of Parliament and the Local Government Ombudsman.
- xx) Deal with more complex and demanding responsibilities in relation to servicing Cabinet, Joint Committees and Council meetings, especially those with decision-making responsibilities subject to more formal procedures.
- xxi) Assist the Democratic and Electoral Services Manager to develop a member training and development programme and ensure the calendar of meetings allows for dedicated training sessions, including a comprehensive induction programme for newly elected councillors.

#### **d) Corporate Responsibilities**

All staff are required to adhere to the Councils' policies, procedures and code of conduct, full details of which may be found on the Intranet or on request from your line manager. Particular aspects include:

##### a) Equalities

The Councils are committed to equality of access to its services by all its residents and to ensuring its workforce is representative of the population it serves. All

applications for employment will be considered on their merits and without regard to the protected characteristics covered by the Equality Act 2010.

b) Health and Safety

You are required to adhere to the Councils' corporate policy and to undertake tasks/training in that context as required.

c) Data Quality

Data quality is the responsibility of every employee who enters, extracts or analyses data from any of the Councils' information systems and records. Every employee will know how their day to day activities contribute to the calculation of performance information and how misinformation, errors or delays can limit our ability to manage performance.

Heads of Service have the role of data quality champions for their service. They have responsibility for ensuring that accurate and complete records are maintained and that staff training and performance and appraisal processes are in place to maintain and enhance data and information quality. All Heads of Services will establish appropriate arrangements for monitoring data quality for their area of responsibility.

d) Risk Management/Business Continuity

You are required to adhere to the Councils' corporate policy and to undertake tasks/training in that context as required.

e) Safeguarding

The Councils are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment, and to adhere to the Councils' Safeguarding policies.

f) Financial

You are required to adhere to the Councils' corporate policies and to undertake tasks/training in that context as required.

g) Social media

You are required to adhere to the Councils' corporate policies and to undertake tasks/training in that context as required. Staff must not bring the Councils into disrepute through their use of social media either personally or on behalf of the Councils.

#### h) Sustainability

The Councils are committed to sustainability and carbon management and delivering savings through the investment in energy reduction technology and expects all its' staff to share this commitment and to adhere to the Councils' policies and to undertake tasks/training as required.

#### i) Data Protection and Data Security

Information Governance is important for the Councils, and employees are required to understand and adhere to relevant policies and procedures. Specifically staff must follow data security, data protection, and protective marking policies.

#### j) Values and Behaviours

Staff in the Councils have developed a set of values and associated behaviours. Our values are:

- Customer focus
- Collaboration
- Challenge
- Commitment
- Courtesy

It is the responsibility of all employees to read, adopt and promote these values and behaviours in all the work they do. These can be found on the intranet along with the Stronger in Partnership Leadership and Management Charter.

#### k) Emergency and Service Planning

All employees are expected and required to contribute to emergency planning, service planning, service delivery and service improvement as appropriate for their roles.

## PERSON SPECIFICATION

ATTRIBUTES		ESSENTIAL	DESIRABLE	HOW THIS WILL BE TESTED
<b>Knowledge and Qualifications</b>				
1	Educated to a degree level, NVQ Level 5 or other equivalent	X		A,D,I
2	Holding or studying for an ADSO or equivalent qualification in Democratic Services Practice at Certificate level or above	X		A,D,I
3	Holding or studying for the AEA qualification in Electoral Administration at certificate level or above	X		A,D,I
4	Detailed current operational knowledge of local government committee administration processes and the main legislation, regulations and procedures	X		A,I
5	Sound current operational knowledge of electoral registration and election/referendum processes and the main legislation, regulations and procedures	X		A,I
6	Thorough working knowledge of Modern.gov and Express	X		A,I
7	Good understanding of the current issues facing local government and the wider public sector locally, regionally and nationally and their potential impact on the democratic and electoral service		X	A,I
<b>Skills and Experience</b>				
8	Experience of administering and supporting formal committee/decision-making processes at senior level	X		A,I
9	Experience of electoral registration processes and assisting with local and national elections/referenda at senior level.	X		A,I
10	Proven successful working relationships based on mutual understanding and respect	X		A,I
11	Experience of dealing with customers and ability to deal impartially with enquiries	X		A,I
12	Ability to identify new issues or opportunities and to work through their implications for the service or the wider Council		X	A,I
13	Ability to work flexibly with others to solve problems	X		A,I

14	An understanding of project management		X	A,I
<b>Personal/Interpersonal Skills</b>				
15	Ability to work and make sound decisions under pressure and meet deadlines	X		A,I
16	Excellent verbal and written communication skills	X		A,I
17	Ability to produce and supervise the production of minutes to a high standard.	X		A,I
18	Excellent attention to detail and an organised approach to tasks	X		A,I
19	Ability to work with members, officers and external organisations in a professional and confidential manner, deal with politically sensitive issues and foster good working relationships	X		A,I
20	Excellent IT skills including ability to use MS Office based systems	X		A, I
21	Ability to attend evening meetings on a programmed basis.	X		A, I
22	Full driving licence and the use of a car for work as required to travel between both offices	X		A

#### METHOD OF TESTING CODES

	Application Form	<b>T</b>	Test at Interview	<b>R</b>	Reference	<b>D</b>	Documentary Evidence	<b>I</b>	Interview	<b>O</b>	Other
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