

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number:

Service Area: Democratic Services

Grade: 12

Job Title: Democratic Services Manager

PURPOSE OF JOB:

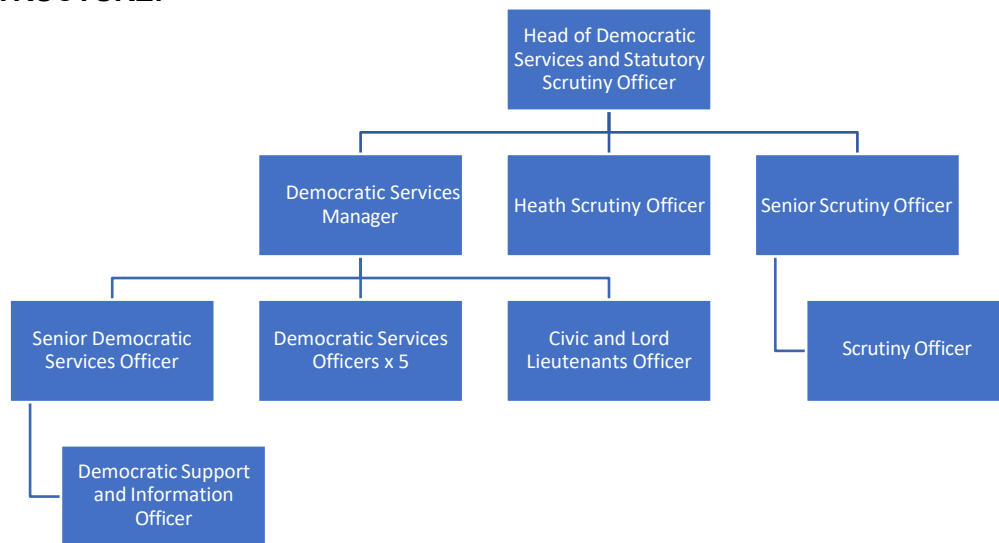
To be responsible for the development and management of Committee and decision-making Services, Constitutional Support and Elections functions. In addition this position will oversee Civic and Member Support functions.

To provide day to day leadership, advice and guidance and manage the function to ensure that all Councillors are able to properly fulfil their roles and that the Council's decision making and Governance arrangements are highly effective and efficient.

Develop and maintain strong, positive working relationships with Members / District Councils / Partner organisations and colleagues across the Authority.

To deputise for the Head of Democratic Services when required.

TEAM STRUCTURE:



MAIN DUTIES:

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

1	To provide day to day leadership and manage and direct officers within the Democratic Services area, to ensure that staff are fully briefed on the key priorities for the service.
2	To look to continuously improve the services provided by the overall Democratic Services Team, identifying where possible value for money, savings and managing within allocated budgets.
3	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence and to embed new ways of thinking and working.
4	To deputise for the Head of Democratic Services and Statutory Scrutiny Officer as appropriate and to provide service management cover for the Scrutiny Services Team when required.
5	To ensure that senior managers and members are appropriately supported and assisted in their understanding of the Democratic Services Team and the functions to which it undertakes.
6	To manage the Democratic Services Team to a high standard ensuring that the Service provides a high performing, professional and proactive service to the Council.
7	To ensure that the team is effectively trained and developed and to encourage the development within the team of cordial and effective working relationships with other directorates of the Council.
8	To develop a wide understanding of the functions undertaken by the Democratic, Member and Scrutiny Services Teams and in particular the law and constitutional procedures of meetings by which the team operates.
9	To ensure that all councillor activities are supported and managed in such a way that councillors are able to fulfil all their responsibilities effectively and in a way that complies with all statutory and other requirements.
10	To actively support the Head of Democratic Services and Statutory Scrutiny Officer in the organisation and delivery of the Councillor Learning and Development function, working appropriately with the Councillor Development Group, the Chief Executive and Corporate Leadership Team, senior officers, Councillors and external trainers to ensure that the Councillor Learning and Development function is of the highest standard.
11	To ensure the way in which resources within Democratic Services are managed reflect the agreed culture and style of the County Council.
12	To ensure that Democratic Services is adequately publicised and contributes to the Council's website.
13	To contribute to the Democratic, Member and Scrutiny Services Service Plan in relation to the Democratic Services function.
14	To advise members, officers and the public on the operation of the democratic decision-making structure and procedures to perform such duties as are deemed necessary by the Head of Democratic Services and Statutory Scrutiny Officer.
15	To ensure that risk management assessments are carried out annually and reviewed appropriately through the year and identify and report any risks appropriately.
16	To prepare and write reports for Council meetings, Group Leaders and senior managers when required.
17	To work closely with report writers to ensure that reports are written appropriately for councillors and members of the public.
18	Contribute to the continually learning of the organisation by ensuring staff have the opportunity to undergo political awareness training, contribute to the corporate induction, deliver report writing and decision-making training to managers and senior officers, and provide training to Members on functions associated with the Service.
19	To manage provision of services for the Chairman and Vice-Chairman of the Council and Senior Members of the Council as required from time to time.
20	To project manage Countywide elections, providing support to the Returning Officer as appropriate and working with Elections Managers across the county to deliver elections that are procedurally and legally sound.

21	Provide expert advice and guidance. Deliver a personal portfolio of projects and/or specific work. Demonstration of the Council's Core Abilities (at the relevant level) • Personal Leadership • Being Future Focused • Political and Commercial Astuteness • Supporting a High Performing and Flexible Workforce • Drive for Results
22	Contribute to the Council's statutory obligations.
23	Operate frameworks for Quality Assurance, using agreed appropriate performance standards.
24	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
25	As an employee, create a positive image of the County Council
26	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
27	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
28	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Substantial experience of working with councillors and the democratic decision-making environment.	A / I	E	
Technical expert on Member Support and Constitutional matters including Member Code of Conduct and Monitoring Officer support.	A / I	E	
In depth working knowledge and understanding of Local Government Law and administration in relation to the roles of councillors and the Conduct of Meetings.	A / I	E	
Knowledge and understanding of the political nature of Local Government and the need for confidentiality and sensitivity.	A / I	E	
Significant experience of staff management including the ability to motivate and lead teams	A / I	E	
Qualified to degree level or equivalent.	A		D
Effective interpersonal, communication and presentational skills.	A / I	E	
Ability to communicate in a variety of styles depending on audience.	A / I	E	
Deep political awareness and judgment. Tact and diplomacy in handling contentious issues	A / I	E	
Effective time management and an ability to prioritise work loads	A / I	E	
Significant experience of writing reports and presentations.	A / I	E	
High attention to detail	A / I	E	
Good IT skills and knowledge with the ability to maximize the use of IT to the benefit of the service and Councillors.	A / I		D
Experience of contributing to the running of local government elections	A / I		D
The specific knowledge, skills and abilities required with vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.			
*A = Application form T = Test/Assessment I = Interview P = Presentation			

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.