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|  WOKINGHAM BOROUGH COUNCIL | Job Description | | Job Reference |
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| Job Title | Head of Democratic and Electoral Services | | |
| Service | Governance | Team | Democratic and Electoral Services |
| Location | Shute End, Wokingham | | |
| Reports to | Assistant Director Governance | | |
| Grade: | Type of position: | Hours per Week: | |
| 11 | Full Time/Permanent | 37 | |

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

Service Purpose

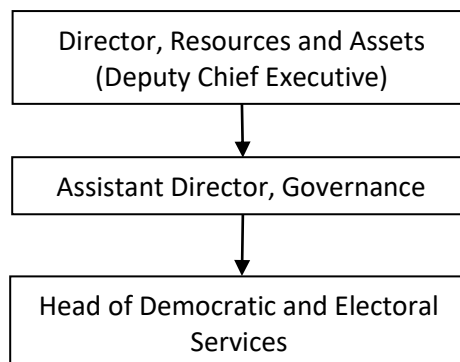
The efficient and effective management of the political decision-making process, including advice and support to Members, Officers and residents and maintaining and reviewing the Council's Constitution. It is also responsible for managing a number of statutory and non-statutory appeal and hearing processes.

Electoral Services is a statutory function that includes maintaining an up-to-date Electoral Register and managing all statutory processes associated with the running of all elections and referendums in the Borough.

General Description of the job

- To provide service leadership to ensure the delivery of high quality decision making, scrutiny, electoral and Councillor support functions in accordance with any statutory, policy, financial, contractual or legal responsibilities to ensure the appropriate and timely delivery of services
- To provide support to and line manage the Council's Electoral Services Team and ensure effective delivery of voter registration in the Borough and the conduct of elections and referendums
- To facilitate and manage productive working relationships with internal and external key stakeholders
- To contribute to the leadership of the directorate and the organisation to deliver the Council's outcomes for its residents, customers and clients

Organisation Chart



| Main Accountabilities of the post | |
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| 1 | To provide leadership and direction to the Democratic and Electoral Services Team, ensuring that the Council's formal decision making and other democratic processes operate efficiently and effectively to the requirements of legislation and the Council's Constitution. |
| 2 | To oversee the management of Electoral Registration and the conduct of all elections/referendums and ensure that all processes are conducted in accordance with legal requirements. To provide support to the Returning Officer and Electoral Services Team in the management and operation of all elections/referendums. |
| 3 | Management of the political processes of the Council which will include servicing of the Executive and/or Scrutiny functions of the Council and statutory committees of the Council. |
| 4 | To provide guidance, advice and support to Members and Officers in the operation of the Council's decision-making processes, relevant statutory provisions and the interpretation of the Council's Constitution. |
| 5 | To ensure that all elected Members are supported in their responsibilities, including the provision of Political Assistant support, where applicable. To take responsibility for Member training and development and the Member IT project. |
| 6 | To manage staff, ensuring through the performance appraisal process that such staff are properly trained, developed and motivated. |
| 7 | To lead on the development of the Council's Constitution and political management arrangements and ensure their effective operation. |
| 8 | To keep abreast of national developments in local government administrative law and practice and electoral law and practice, including Government regulations and guidance, relevant case law and ombudsman findings. To lead the continuous improvement of the Council's democratic and electoral processes, seeking to model best practice in all aspects of the field. |
| 9 | To manage and take responsibility for the statutory and non-statutory appeals and hearings processes of the Council, as applicable to the service, in accordance with current regulations and codes of practice. |
| 10 | To carry out such other corporate and organisational development duties as may be required by the Assistant Director, Governance from time to time. |
| 11 | To undertake such other duties as may from time to time be necessary to ensure the appropriate delivery of services to the Council, Members, Officers and members of the public. |
| Additional Corporate Responsibilities | |
| 1 | Professional Development: To ensure the continuous professional development of self, direct reports and all those in the service, through effective performance improvement, coaching, career planning and continuous professional development |
| 2 | Values Profile: To follow the principles set out in the Manager & Team Leaders Values Profile |
| 3 | Collaborative Working: To drive cross-Council working for all staff, ensuring effective communication and |

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| | collaboration across the organisation, to meet needs, opportunities and address challenges as they arise |
| 4 | Customer Focused: To lead a customer-facing, proactive and responsive organisation, delivering to our residents and those who represent them. This requires leaders and managers to be flexible, adaptable and creative in order to meet the needs of our residents, and to lead active engagement with customers and communities |
| 5 | Leading Change and Improvement: To lead change and improvement across the organisation, including developing adaptable managers and staff, and working within an adaptable and flexible structural and management environment |
| 6 | Celebrating and Promoting: To ensure that positive messages about the achievements of service, and the Council are promoted and shared, internally and externally |
| 7 | High Support, High Challenge: To ensure that, within the service and across the Council, staff are, and feel, empowered and to bring forward their good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success |
| 8 | Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults. |
| 9 | Member Engagement: To ensure effective involvement and engagement of the appropriate Lead Member and others as appropriate, to drive effective officer-member working for the benefit of residents |
| 10 | Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions. |
| 11 | Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices. |
| 12 | <p>Special Factors: There is a regular requirement to attend evening meetings i.e. committee meetings and other out-of-hours requirements, particularly during election periods for which overtime is paid. Willingness to travel and a requirement to undertake such duties as are reasonably expected by the Line Manager.</p> <p>Political Restrictions</p> <p>This post is politically restricted under the provisions of the Local Government and Housing Act 1989. If you wish to receive further information about politically restricted posts please contact the person named in the advertisement.</p> |

Scope

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|---------------------------|---|------------|
| Staff | Number of employees within overall span of control | 13 |
| Financial | Budget directly controlled (excluding salary costs) | £696k |
| Resources | Facilities, equipment or systems within overall span of control | Modern.Gov |
| DBS Check required | No | |

Person Specification

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat values requirements or corporate responsibilities.

| Qualifications | Essential | Desirable |
|--------------------------|---|---|
| | Degree-level, equivalent relevant professional qualifications or expertise | Management qualification |
| | Evidence of continuous personal and professional development | Membership of relevant professional body eg ADSO, AEA |
| Technical Skills. | Essential | Desirable |
| | Good IT skills including Office software such as Microsoft Word, Outlook, PowerPoint and Excel | Working knowledge of Modern.Gov and Xpress |
| | Excellent written and verbal communication skills with an ability to vary style to meet the needs of the audience, including presenting information and advice to Members in a public forum | |
| | Being highly organised and methodical with the ability to produce quality work to tight deadlines | |
| | Ability to manage and monitor complex projects to ensure that targets and timescales are consistently met | |
| | A high level of political sensitivity and impartiality | |

| Knowledge | Essential | Desirable |
|-------------------|---|---|
| | Extensive knowledge of: <ul style="list-style-type: none"> • Local government and its political processes • The law and practice of local authority meetings and decision making procedures • Current best practice on political management arrangements | |
| | Extensive knowledge and experience of managing election/electoral registration services | |
| | Knowledge of guidance and processes relating to school admission appeals and exclusion reviews | |
| | Good understanding of “political” dimensions and issues around competing priorities | |
| Experience | Essential | Desirable |
| | Extensive proven experience of administering/supporting formal committee/decision making processes at a senior level | Experience of reviewing and updating a local authority Constitution |
| | Experience in the organisation and administration of national and local elections | Experience of acting as Deputy Returning Officer |
| | Experience of managing and motivating a professional team | |

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| | Experience of working in a political environment with the ability to form effective working relationships with Members, Officers and external partners | |
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