

Job Description

Job Title:	Deputy Democratic Services Manager
Grade:	PO5
Function:	Democratic Services
Division:	Corporate Affairs
Department :	Corporate Resources
Reporting to:	Head of Chief Executive's Office & Democratic Services Manager
Responsible for:	up to 7x Democratic Services Officers and 2x Senior Democratic Services Manager (subject to review)

This post is a politically restricted post under Section 2(1g) of the 1989 Local Government and Housing Act.

Main Purpose of Job

1. To assist in leading and managing a team of staff who support the Council's decision making processes, including scrutiny and member development, having regard to legislative requirements and frameworks.
2. To ensure the Council's decision making processes and governance are completed in accordance with all statutory requirements;
3. To deputise for the Democratic Services Manager on all aspects of managing the service as required, and specifically to provide cover for leave;
4. To support all aspects of democratic services and scrutiny including, Committee meetings (forward plan, agenda, reports, minutes etc.), for the Executive and the Independent Remuneration Panel, to ensure business is managed well; decisions are taken effectively and efficiently and in accordance with statutory requirements;
5. Assist in managing the servicing of a wide range of council and internal meetings, setting operational performance targets and allocating work effectively.
6. Create and maintain excellent networks with the public, members, officers, partners and other agencies to support the work of committees, boards and bodies and the scrutiny and member the development programmes; and to provide advice and relevant information to support those arrangements, as necessary.

Summary of Duties:

1. Assist in maintaining the council's forward plan, councillor information (including register of interests), council decisions (including agendas and minutes)
2. To provide support, advice and guidance to Councillors, Officers and the general public on all aspects of the Council's decision making processes and democratic participation, and to ensure the Council's decision making processes are completed in accordance with all statutory requirements;
3. To support report authors in the decision making process, providing advice and guidance at each stage to ensure that reports are complete, coherent for the decision maker, prepared in accordance with corporate and constitutional requirements and to required timescales;
4. Oversee the operation of the independent panel process to hear education admission and exclusion appeals to ensure that all appeals are conducted in a timely manner and in accordance with relevant legislation and national Codes of Practice; and to explore opportunities to increase income from these services.
5. Ensure that proper arrangements are made for all council meetings, including liaising with relevant teams such as property services on the logistics and security
6. Supporting the Democratic Services and Scrutiny team by providing support and advice for colleagues and undertaking activities within the team
7. Ensure that the team communicates effectively with members, officers and customers in an appropriate matter, exercising discretion in these matters.
8. Lead and work with the team to continually improve the service taking account of best practice elsewhere. Review operational procedures, promote democracy and make recommendations for change.
9. Be responsible for allocating tasks, motivating, setting work targets and monitoring performance to ensure the team provides an effective value for money service.
10. Lead on the arrangements for Member Development, in particular new Member induction and ongoing Member support;
11. Implement legislative changes (as directed) that could impact on the function and to advise members and colleagues accordingly of the implications of those changes, and to make suggestions for change where necessary
12. To liaise effectively with senior officers and members and other key stakeholders as appropriate, exercising discretion and political sensitivity in these matters.
13. To undertake all duties having regard to Data Protection, Health and Safety legislation and equality of opportunity.
14. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
15. To undertake any other project work as may from time to time be directed by the Democratic Services Manager

Supporting members

1. Work with all Councillors to ensure the effective management of the democratic & scrutiny function and ensure they are fully supported to perform all aspects of their role, in particular ensuring their development and support needs are met.

**Person Specification –
Deputy Democratic Services Manager (PO5)**

Note: It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.

	Criteria	Short List Criteria
Key knowledge	K1 A degree in a relevant subject	A✓
	K2 Advance knowledge and understanding of governance processes and the issues affecting local government in this area	A✓
	K3 Advance knowledge of democratic engagement issues and initiatives	
Experience	E1 Experience of managing staff	A✓
	E2 Experience working within a democratic services role	A✓
	E3 Experience of successfully delivering service improvements	
	E4 Experience and understanding of working in a political environment and political sensitivity	A✓
	E5 Experience of providing advice to councillors and officers on decision making processes	A✓

	E6 Operational knowledge of Constitutions and experience of giving advice on its implementation at all levels of an organisation	A✓
	E7 Experience of using (modern.gov) committee management system for forward plans, agendas, minutes, decisions and councillor information	
Key Behaviours	<p>Focuses on People</p> <p>Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact.</p>	
	<p>Takes Ownership:</p> <p>Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p>	
	<p>Works collaboratively:</p> <p>Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p>	A✓
	<p>Communicates effectively</p> <p>Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	
	<p>Focuses on results</p> <p>Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p>	A✓

