



JOB DESCRIPTION

POST: Head of Democratic Services

DEPARTMENT: Democratic Services

REPORTING TO: Director of Corporate Services

RESPONSIBLE FOR: Democratic Services team

GRADE: 8

MAIN JOB PURPOSE:

As the Head of Democratic Services, you will play a pivotal role in supporting local democracy and ensuring transparent, informed, and high-quality decision-making across two sovereign Councils. You will lead and manage a team of professionals, acting as a vital link between officers, councillors, and members of the public. This role is designed to combine professional and technical expertise with core management skills, and you will be accountable for budgets, performance, and service quality.

DUTIES AND RESPONSIBILITIES:

- Lead the provision of governance support to both Councils, ensuring compliance with statutory and constitutional requirements.
- Produce annual service plans and establish long-term strategies for the service area.
- Ensure formal meetings of the Councils, Cabinets, and committees are properly resourced and conducted lawfully.
- Provide specialist governance and constitutional advice to officers and members.
- Act as clerk to Full Council meetings, advising on the conduct of meetings and ensuring proper briefing of Chairmen, Leaders, and senior officers. (These meetings may happen outside of normal office hours)
- Lead the member development programme, including induction and training for new councillors.
- Ensure support for the Chairmen in their civic roles and conduct civic events and fundraising activities.
- Represent the Councils in professional bodies and associations and maintain positive relationships with Town and Parish Clerks.
- Review and apply the Councillor Scheme of Allowances, supporting the Independent Remuneration Panel.

- Act as the Deputy Monitoring Officer, discharging statutory duties in the absence of the Monitoring Officer.
- Support the Monitoring Officer in promoting and upholding ethical conduct, including investigating conduct complaints and providing advice and training

As a member of our Extended Leadership Team (ELT) you will also be expected to provide expert advice to other Heads of Service, Members, and Service Delivery Teams, ensuring consistency in operations. Your role involves participating in change management processes, working with communities and customers to provide high-quality support, and managing resources like budgets, staff, and contracts.

Additionally, as an active member of the ELT, you will support them and Councillors in developing external relationships, leading organisational projects and programmes, and acting as an Ambassador for the Councils, promoting the districts and developing strong communities.

Additional information

- a) Does this job require a DBS check? Yes
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. Yes

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
<ul style="list-style-type: none"> Educated to degree standard or with a comparable level of experience. Management qualification (e.g., DMS) or equivalent managerial experience. 	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
<ul style="list-style-type: none"> Extensive governance knowledge and expertise in Local Government Law relating to Councillors and meetings. Demonstrable experience of performance management in various settings, including commissioning experience/expertise. 	A/I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
<ul style="list-style-type: none"> Excellent and adaptive communication skills, including experience of negotiating and influencing. Politically astute, with significant demonstrable previous experience of working with Elected Members in local government. Tenacious and resourceful, with the ability to challenge with confidence and work with ambiguity. Proven success in motivating and developing teams and individuals, including effective delegation. Aptitude for commercial skills and business acumen, with a willingness to learn new approaches. Ability to influence senior management and members, establish and maintain collaborative partnerships, and inspire and motivate to build trust, credibility, and confidence. Ability to deal with a range of complex and competing demands, including managing multiple deadlines and dealing with highly sensitive matters. 	A/ I/TP

Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I

Our Values
...we believe in

OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**



We empower, value and develop our people to work together as one dynamic and efficient team.	We care about delivering high quality, customer-focused outcomes with our communities and partners.	We are open, transparent and truthful.	We take pride in our work and take responsibility for our actions.	We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.
--	---	--	--	--