PERSON SPECIFICATION

Job Title:	Democratic Services Team Leader	**Grade:**	10
Directorate:	Chief Executive	**Service:**	Legal & Governance
Post No:	MESTM01	**Date of Issue:**	January 2023
Responsible to:	Head of Legal & Governance Services		
Responsible for:	Member and Executive Support Team Officers/Assistant		
Politically Restricted:	Yes		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
ACADEMIC / VOCATIONAL QUALIFICATION	A degree level or professional qualification (ICSA / DMS / Professional Diploma in Local Democracy or similar) relevant to this post or equivalent demonstrable vocational experience	✓		A/D
	Diploma in Management Studies (or similar) or equivalent demonstrable vocational experience	✓		A/D
	Ability to demonstrate continuous professional development within field	✓		A/D/I
SPECIALIST KNOWLEDGE	Detailed knowledge of the legislative framework, standing orders and best practice relating to local government decision making, meetings, governance and democratic processes	✓		A/I
	Politically astute and aware with the ability to assimilate issues, developments and sensitivities locally, regionally and nationally and have appropriate regard to the same in carrying out the role	✓		A/I
RELEVANT EXPERIENCE	At least 3 years' experience in a senior democratic services role in a first or second tier local authority	✓		A/D/I
	Leading the business planning and administration of council, cabinet and committee decision making and scrutiny functions	✓		A/I
	Taking the initiative in influencing and working effectively with senior officers, elected members from across the political spectrum and external partners and stakeholders to deliver outcomes	✓		A/I
	Developing and implementing appropriate service/business plans, policies and procedures to continually drive best practice and service delivery improvements whilst contributing to defining and delivering the Council's wider vision and objectives	✓		A/I

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
	Experience managing a team and delivering continuous service improvement and organisational change	✓		A/I
	Proficient in the use of the Modern.gov meeting administration software	✓		A/I
	Competent in the use of ICT generally and awareness of digital tools available to assist in service delivery improvements		✓	A/I
	Developing and delivering potentially complex training to varied audience and any associated procedure/guidance notes to a high standard.		✓	A/I
SPECIAL CONDITIONS	Able to work evening and weekends when the work demands, in order to meet statutory deadlines and other service needs	✓		A/I
	Willing to undertake relevant professional development which may include travel and overnight stays		✓	A/I
	Access to a vehicle suitable for business use and a full driving licence		✓	A/I/D
	A clear understanding of and ability to comply with the requirements of a politically restricted post	✓		A/I
	A clear understanding of the ambassadorial aspects of the role in terms of exemplifying the values and culture of the council to outside bodies, partners and the public at large	✓		A/I
GENERAL SKILLS AND ATRIBUTES	Highly motivated and robust under pressure. Able to effectively plan and manage own and others' workloads, set challenging but achievable and measurable goals, deal with competing priorities, monitor outcomes, accept and deliver constructive criticism and adjust accordingly	✓		A/I
	Excellent oral and written communication skills and listening skills. Able to communicate information clearly, accurately, positively and in a timely manner with the ability to adapt delivery style in light of the intended audience.	✓		A/I
	Able to model a public service ethos focussed on engagement with and delivery of better outcomes to citizens, councillors and other stakeholders	✓		A/I
	Able to lead, motivate, inspire and develop a team achieving the right balance between direction and collaboration, demonstrating a coaching and empathetic management style where excellent performance and behaviours are praised, shared and cultivated and sub-standard performance or behaviour is swiftly addressed in a supportive manner	✓		A/I

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
	Demonstrate high standards of personal and professional conduct to be a role model to others and set a trusting, supportive and empathetic culture that values and respects differences, promotes equality of opportunity, empowers and enables staff, holds them accountable, encourages feedback and the ownership, evaluation and learning from mistakes.	✓		A/I
	Ability to demonstrate day to day embodiment of corporate values	✓		A/I
	Ability to deliver on corporate expectations around the management of health & safety, risk, information governance and other similar corporate governance controls	✓		A/I

Key:

A = Application
I = Interview and /or Test
D = Documentation