Job Title:	Democratic Services Officer		**Grade:** 8
Directorate:	Chief Executive	**Service:**	Legal & Governance
Post No:	MESTM01	**Date of Issue:**	October 2026
Responsible to:	Democratic Services Team Leader		
Responsible for:			
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
	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 or a willingness to quickly acquire the same through training	✓.		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	Experience in a democratic services team in a first or second tier local authority		✓.	A/D/I
	Assisting in business planning and administration	✓.		A/I
	Ability to work effectively with senior officers, elected members from across the political spectrum and external partners and stakeholders		✓.	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

	Organising the delivery of 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
	Ability to travel around the Borough for work purposes	✓.		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, 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
	Demonstrate high standards of personal and professional conduct	✓.		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