

# Role Scope/Specification – Democratic and Elections Specialist

Service Area	Corporate Resources
Job Title	<ul style="list-style-type: none"> <li>Democratic and Elections Specialist</li> </ul>
Location	<ul style="list-style-type: none"> <li>Oxted/Agile</li> </ul>
Reports to	<ul style="list-style-type: none"> <li>Lead Democratic Specialist</li> </ul>
Grade	<ul style="list-style-type: none"> <li>M2</li> </ul>
Hours	<ul style="list-style-type: none"> <li>37 hours per week</li> </ul>

## Service Area Purpose

Support Services provide professional and efficient support and advice to internal customers across the Council to improve performance and enable them in delivering the Council's ambitions. Support Services embeds effective customer services, case management systems and specialist advice in line with the new operating model.

## Specific Responsibilities

- Provide effective management and administration of formal Council meetings by, for example, advising on procedure, planning business and producing minutes.
- Gain knowledge of the Council's constitution in order to provide advice, guidance and support to Members and officers.
- Be responsible for oversight of the democratic processes of the organisation, including supporting the management for the forward planning of committee business.
- Provide Member support and work to ensure that the Council's governance and democratic processes are efficient, work effectively and support the ambitions of the Council.
- Manage member engagement activities including our Member Learning and Development programme.
- Contribute to the delivery of high-quality services for electoral registration and elections
- Be responsible for a significant number of diverse functions in the organisation and administration of all types of elections, including complex combined elections.
- Be responsible for a significant number of diverse functions in the provision of a full electoral registration function

- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end to end process or customer journey and related contract.
- Manage Case Officers (as required) to deliver the effective elections and democratic services.

## Person Specification

### Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of a Council's democratic process, elections process, scrutiny etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Holder or, or willing to study for the AEA Certificate qualification</li> <li>• Educated to degree-level or equivalent relevant professional qualifications or expertise.</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Professional competence/expertise and experience in democratic services, elections or scrutiny, with the ability to apply knowledge across a range of activities in these areas.</li> <li>• Experience of working for a local authority.</li> <li>• Experience of the preparation and presentation of reports.</li> <li>• Experience in dealing with members, other service users and stakeholders.</li> <li>• Experience of supporting the running of an election and electoral registration functions</li> <li>• Managing conflicting priorities sometimes under pressure.</li> <li>• Partnership working.</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience in planning and delivering projects/ programmes.</li> <li>• Some experience in making a contribution to policy/ service development and/or implementation.</li> <li>• Some experience in setting performance standards and targets in this area.</li> </ul>

### Key Skills and Knowledge

## Essential

- Knowledge of the working practices and methodologies of Democratic Services and Elections.
- Working knowledge of legislation and developments within the specialism.
- Equalities policy and procedures.
- Some knowledge of project management tools and practices and/or ability to work in a project environment, organising and coordinating a range of activities to deliver effective elections services.
- Good influencing skills with ability to provide detailed specialist advice and explain the Council's position and communicate on the Council's behalf on a number of issues.
- Ability to assimilate a range of complex as well as difficult/varied information and to exercise judgement and creative thinking in resolving difficult problems and developing solutions.
- Substantial understanding of service area development and policy.
- Ability to deliver results and performance improvements.
- Ability to build trust and rapport with a wide range of individuals.
- Ability to deliver high levels of stakeholder and customer service.
- Ability to motivate and act as a champion for change.
- Ability to think innovatively and practically.
- Ability to understand and summarise complex information
- Proficient in MS Office.
- Understanding of data protection.
- Understanding of equality and diversity.