

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>  <b>Service:</b>  <b>Team:</b>  <b>Location:</b>  <b>Reporting to:</b>  <b>Responsible for:</b>	<b>Deputy Democratic Services and Scrutiny Manager</b>  Legal and Democratic Services  Democratic Services  The Burys, Godalming, Surrey, GU7 1HR  Executive Head of Legal and Democratic Services  1 x Regulatory and Review Advisor 1 x Executive and Scrutiny Advisor
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	

- To support the development, delivery and maintenance of modern, efficient, robust and transparent forms of governance and democratic accountability on behalf of the Council.
- Proactively contribute to the development, delivery and maintenance of high quality democratic services supporting a range of stakeholders, include Executive, Elected Members, and Senior Officers within the Council.
- Deputise for the Democratic Services Manager as needed and act as Lead Officer for Executive.

## MLAIN DUTIES AND ACCOUNTABILITIES

- To provide advice and support to the Democratic Services Manager as needed to ensure the effective delivery of Democratic Services to the Council.
- To undertake such other tasks and responsibilities as may be directed from time to time by the Democratic Services Manager or the Executive Head of Legal and Democratic Services which support the corporate objectives of the Democratic Services Team.
- To undertake committee reviews on an agreed basis to ensure that the committee is working effectively, best practice is being followed and that any recommendations arising are implemented effectively.
- To provide independent and impartial advice and guidance to members of the Council's Committees in relation to their roles and remit, including procedural, constitutional and governance advice.
- To engage in effective communication with councillors engaged in the Committee and Regulatory functions of future areas for potential investigation or inclusion on Committees work programmes, including cross-cutting reviews, working groups, policy development and appropriate decision making.
- To carry out/oversee research in line with any agreed topics as directed by the Executive Head of Legal and Democratic Servies, Democratic Services Manager and Executive, including scoping, planning and drafting the terms of reference for Task and Finish investigations/reviews, liaising with witnesses, co-ordinating and commissioning research, and compiling final reports.
- Proactively support transparent, informed and high-quality decision-making by Waverley's elected councillors, acting as a vital link between officers, Executive and members of the public.
- To proactively contribute to the development of a culture of professionalism and excellence within the service, ensuring that technology is utilised to promote self-service
- Support the Democratic Services Manager and work with team members to ensuring that the Council's governance, and democratic processes and approaches are modern, accessible and effective.
- To provide a full service to Executive Meetings. To work effectively with a range of stakeholders and customers, ensuring they are kept informed and provided with the opportunity to engage appropriately with the Council.

- To work with the Democratic Services Manager and team members to ensure the development, maintenance and effective implementation of the Council's democratic and senior leader business timetables, assuring that overlapping events, meetings, projects and milestones are anticipated, planned, resourced, coordinated and supported, particularly those for the Executive.
- To be responsible for the preparation and publication of the statutory 28 day notice 'forward plan' of Executive Business.
- To lead on Town and Parish Liaison and provide support to line reports involved in this activity as needed.
- To lead on the development and delivery of a comprehensive training programme for elected members.
- To escalate any issues with committee and senior management meeting timetables, ensure that any pressures are managed in a timely way.
- To ensure that all statutory meetings of the Council comply with legal and constitutional requirements.
- To ensure that line management reports are able to support relevant Committee meetings, Working Groups, other Committees and internal meetings appropriately.
- Ensuring that all agendas for meetings are dispatched in accordance with statutory deadlines and that reports and minutes are drafted to an agreed timetable
- To support Member Development programmes and activities to ensure they are fully informed and capable in undertaking their roles.
- To deputise for the Democratic Services manager in supporting Town and Parish Councils in the borough, ensuring the Council works effectively in partnership with them.
- Provide advice to the Executive, the Mayor, Committee Chairmen, all elected councillors and senior officers as needed on matters affecting the decision-making process and procedures.
- Act as sole representative of the Service in meetings as needed.
- To support the Democratic Services Manager in encouraging public engagement and participation in meetings and to ensure that management measures are taken to accommodate large public attendances at meetings.
- Undertake performance management of direct line reports according to existing Waverley Performance Management policy and process.
- Ensure that team members are undertaking training and regular continuous professional development.
- To keep up to date with national and local policy and other developments affecting Local Government generally.
- To delegate activity to team members as may be necessary to ensure the effective working of the team.

### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

### **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

## DIMENSIONS OF THE ROLE

- The postholder is responsible for the supporting a programme of in the region of 100+ public meetings each year and will personally need to attend all Executive meetings and other evening meetings as required. Generally, evening meetings commence at 7pm.
- The postholder is expected to provide immediate and accurate advice to Executive and the public at meetings and is usually the only representative of the team in attendance.
- Being responsible, on a daily basis, for the provision of expert information, advice and guidance to elected members, officers and the public in respect of complex and sensitive democratic services, constitutional and monitoring officer matters.
- Responsible for 2 members of staff who will be supporting regulatory and review and scrutiny committees.
- The Deputy Democratic Services and Scrutiny Manager will be expected to lead and manage approximately 4-6 in-depth reviews a year and undertake detailed research and analysis over a wide range of service areas.

## AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The postholder will be expected to deputise for the Democratic Services Manager on occasion.
- The postholder is expected to be totally familiar with external legislation, industry best practice and Council policies and procedures, including the Constitution, in respect of democratic services.
- The postholder is expected to give advice to officers about democratic and business support matters and be confident in their delivery of advice in a meeting/committee/working group environment.
- A detailed understanding of the Local Government Act 2000 and other relevant legislation is essential, along with the ability to put this into practice under the Council's executive arrangements.
- The postholder is expected to use their experience and knowledge to provide proactive and practical solutions to facilitate effective decision-making, promote good governance and ensure that complaints are handled professionally and sensitively in accordance with established principles and procedures.
- The postholder will need to work at pace in high profile and sensitive situations and exercise high levels of understanding, ability, judgement and political awareness in order to provide advice, guidance and leadership which will have a bearing on the most critical aspects of the Council's decision-making, with far-reaching budget, policy and reputational implications.

#### PLANNING/ORGANISING/CONTROLLING

- The postholder must demonstrate excellent interpersonal skills and the ability to communicate tactfully with councillors and senior officers.
- Political awareness and influencing skills are essential for this role which contributes to good corporate governance and decision-making.
- Recognising and pre-empting politically or otherwise sensitive issues and knowing when to deal with them or refer the matter higher.

#### CUSTOMERS AND CONTACTS

##### INTERNAL:

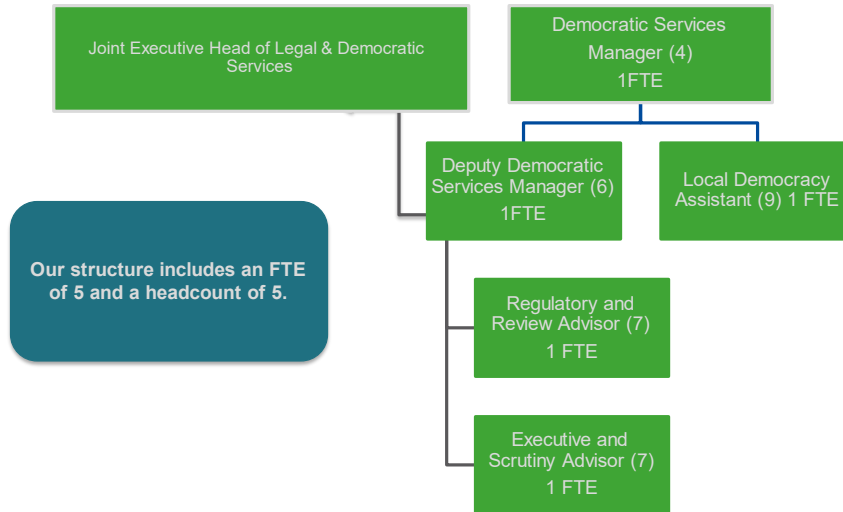
- Democratic Services Manager, the Leader and Deputy Leader of the Council; other Group Leaders and all elected Members; Chief Executive; Strategic Directors; Executive Heads of Service, all services and officers at all levels.

##### EXTERNAL:

- Members of Parliament; Government departments; statutory bodies; other local authorities – especially Town and parish Councils; local authority associations; external service providers; election candidate and political agents.

#### SERVICE/TEAM STRUCTURE

# Waverley Democratic Services structure from 1<sup>st</sup> June 2024



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C, A/I or A/I/E within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Degree level or other equivalent qualification or equivalent professional experience	<b>A/C</b>		<b>A/I</b>
	Experience of leading/managing Democratic Services teams.	<b>A/I</b>		
	Excellent knowledge and understanding of local authority decision-making processes, procedure rules and relevant local government law	<b>A/I/E</b>		
	Relevant professional qualification in either Democratic Services or Business Management (or equivalent professional experience)	<b>A/C</b>	Management Qualification e.g. CMS, DMS, ILM	<b>A/C</b>
	Demonstrable experience of working at a senior level within a Local Authority in a Democratic Services environment.	<b>A/I</b>	Project Management Qualification	<b>A/C</b>
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Experience of working with relevant professional software packages – eg Agenda Management and Electoral Administration systems such as ModGov and/or Xpress	<b>A/I</b>		
	Ability to analyse complex information quickly	<b>A</b>		
	Sound knowledge of IT including all Microsoft Office applications	<b>A/I</b>		

<b>COMMUNICATION</b>	Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff and external partners	<b>A/I/E</b>		
	Excellent written and oral communication skills	<b>A/I/E</b>		
	Diplomatic communication skills with a wide range of audiences	<b>A/I</b>		
	Ability to capture key actions from a meeting and understand complex documents	<b>A/I</b>		
	Report writing skills, including a high level of spelling and grammar	<b>A/I</b>		
	Ability to be tactful and discrete and able to manage sensitive and confidential information in a professional manner	<b>A/I</b>		
<b>CUSTOMER SERVICE</b>	Excellent customer service skills	<b>A/I</b>		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	<b>I</b>		
	Accurate spoken English is essential for the post	<b>I</b>		
<b>TEAM WORKING</b>	Ability to lead and motivate staff	<b>A/I/E</b>		
	Able to participate well as a member of a team	<b>A/I</b>		
<b>MANAGING SELF AND OTHERS</b>	Ability to manage and prioritise own workload to meet challenging deadlines	<b>A/I</b>		
	Ability to cope with fluctuating workload and multi-tasking	<b>A/I</b>		



	Able to work outside normal working hours and attend evening meetings on a regular basis	<b>I</b>	Full and valid driving licence	<b>A/I</b>
	Full and valid driving license and use of car	<b>A/C</b>		
	Strong organisational and prioritising skills	<b>A/I</b>		
	Meticulous attention to detail whilst also being able to see the bigger picture	<b>A/I</b>		
	Able to take difficult decisions and balance competing priorities	<b>A/I</b>		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Positive approach to implementing change	<b>A/I</b>		
	Calm, confident and assertive disposition	<b>I</b>		
<b>SPECIAL REQUIREMENTS</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	<b>A</b>		
	Ability to work evenings and weekends as the elections process requires.	<b>A/I</b>		

#### How assessed

- A = Application CV/Personal Statement  
C = Certificates/professional Registration  
D = DBS police check  
E = Exercise  
I = Interview  
M = Medical assessment

#### Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections.

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<b>Job title:</b>	Deputy Democratic Services and Scrutiny Manager	<b>Post no:</b>	
<b>Service:</b>	Legal and Democratic Services	<b>JE score:</b>	342
<b>Team:</b>	Democratic Services	<b>Pay band:</b>	6
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Reports to:</b>	Democratic Services Manager		
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>4</b>	
	Customer Service:	<b>3</b>	
	Team Working:	<b>3</b>	
	Managing Self and Others:	<b>3</b>	
	Can do approach/Results	<b>3</b>	
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>CHECKED IN:</b>		<b>DATE:</b>	
<b>LAST UPDATED:</b>		<b>DATE:</b>	