

<p>Role Title</p>	<p>Assistant Director – Democracy and Governance</p> <p>Reporting to: Joint Strategic Director of Legal and Democratic Services</p>
<p>Role Purpose</p>	<p>Accountable for efficient operational delivery of Guildford and Waverley Democratic and Elections Services and Governance Services, consistent with the strategic aims and values of both councils.</p> <p>Proactively ensure the development and delivery of service plans and the continuous service improvement of a full suite of Democratic Services and Governance services acting as a positive role model of both Council’s values and behaviours.</p> <p>Reporting to the Joint Strategic Director of Legal and Democratic Services contribute to the development and implementation of shared delivery of a full suite of Democracy services across Waverley and Guildford Borough Councils – thus driving the collaboration, harmonised culture and change agendas as set by the Councils.</p> <p>As a key member of the Joint Legal and Democratic Services Management Team, this role will make a major contribution to driving service efficiency and quality for the residents of Guildford and Waverley.</p>
<p>Senior Leadership Accountabilities</p>	<p>Accountabilities include:</p> <ol style="list-style-type: none"> 1. Providing operational leadership for Democratic Services, Elections and Governance teams. 2. Delivery of high quality advice and guidance to elected councillors and staff to ensure that all decisions take related to the Councils’ priorities and responsibilities can be progressed effectively. 3. To empower team members to be visibly accountable for the operational outcomes of their teams, promoting a positive outward facing culture of high performing, customer focused service and facilitating the drive for collaboration and transformational change. 4. Building constructive working relationships with all relevant internal and external stakeholders, including staff colleagues, councillors and regulatory bodies and other external organisations. 5. Horizon scanning to keep abreast of any changes, innovations, economic legislative and social development affecting the Council’s decision making and governance frameworks and developing commercial and business thinking to your services.

	<ol style="list-style-type: none"> 6. Effectively managing and mitigating risks associated with your services including the Safeguarding Policy for Children and Adults, Health and Safety, business continuity and the risk of fraud and corruption. 7. Ensure that public participation on Local Democracy is delivered consistently and transparently and that the Councils can achieve maximum engagement in the development of strategies and plans for residents, business and voluntary and other public bodies. 8. Promoting equality and inclusion at all levels of service delivery and employment. 9. Demonstrating the councils leadership behaviours, competencies and values. 10. Building high performing services focus on continuous improvement and clearly defined service levels and monitoring of appropriate performance measures. 11. With Joint Legal and Democratic Services colleagues, proactively identify opportunities for collaboration and change in accordance with agendas set by the Councils, promoting a culture of collaboration through the wider joint management team, fairly and objectively representing the interests of both councils and the effective working of the organisations. 12. Leading on or contributing to key corporate programmes and projects as required. 13. Leading the engagement with key strategic stakeholders across Democratic, Governance and Election teams, including those from the statutory, business and voluntary sectors at borough, county and national level. 14. Attending, as required, meetings of the Councils, Executives, Committees, Special Interest Groups and external meetings. 15. Representing the Councils (and/or ensure that the Council is represented) on behalf of the Joint Strategic Director of Legal Services internally and externally and to promote and present a positive image to partners, representative bodies and other organisations, as necessary.
<p>Initial Role Specific Accountabilities</p>	<p>This role has delegated responsibility for Democratic Services, Governance and Election budgets.</p>

	<p>Please note that this post will act as a statutory officer (Deputy Monitoring Officer) role as required, subject to appropriate delegated authority; acting on behalf of the Joint Strategic Director of Legal and Democratic Services and in accordance with councils constitutional schemes of delegation.</p> <p>The teams that this this role leads are:</p> <ul style="list-style-type: none"> • Democratic and Election Services • Governance Services.
<p>Role Dimensions</p>	<p>Direct Reports <i>(NB Please note that as job titles frequently change, the below represent functions of roles and not job titles)</i></p> <ul style="list-style-type: none"> • Guildford Head of Democratic & Electoral Services • Waverley Democratic Services Manager • Waverley Head of Elections • Joint Head of Governance. <p>Number of staff approximately: Up to 33.</p>

Additional Notes:

1. All work performed and duties undertaken must be carried out in accordance with relevant Council and Service policies and procedures, within legislation and with regard to the needs of our customers and the diverse communities we serve.
2. This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.
3. You will be expected to be flexible in your duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as request by your line manager.
4. This is a politically restricted post. You cannot be elected as a councillor in any local authority whilst employed in this role.
5. The statutory roles of Monitoring Officer and Section 151 Officer will be held by a member of the Joint Management Team. Deputy roles may be held by other senior managers.

Health and Safety / Risk Management

1. Ensure that all aspects of the Councils' Health and Safety Policies and Procedures are adhered to.
2. Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.
3. Be available to assist in Emergency / Disaster Recovery situations.
4. Participate in the Councils' out of hours rota.
5. Adhere to the relevant Councils' constitution.
6. Champion Safeguarding policy and practice.

Contacts and Relationships

In this post, you will have significant contact with Councillors and senior officers of the Council. The Councils' Code of Conduct will apply.

Assistant Director Person Specification

(please note the below are all essential requirements)

Qualifications

1. Educated to at least degree level or equivalent experience.
2. Evidence of commitment to professional development (CPD)
3. Extensive Experience of Democratic, Governance and Election service design and delivery.

Experience

1. Experience leading across different specialisms with staff leadership and budgetary responsibility.
2. Experience of procurement, contract management and service commissioning.
3. Experience of developing service plans, business cases and projects to work collaboratively, overseeing implementation and evaluating success.

4. Experience of achieving positive outcomes when handling complex employment relationships issues including change programmes, culture development and case management
5. Proven track record of working successfully in a public sector environment with experience in their Service area.

Knowledge

1. Excellent knowledge of Local Government decision making and governance frameworks.
2. Detailed understanding of strategic operational delivery.
3. Knowledge of leadership models, styles and behaviours including an ability to engage, motivate and coach/mentor others to deliver.
4. Knowledge of facilitating business transformation based on systems thinking and use of technology.
5. An understanding of, and a commitment to, addressing equality and inclusion issues.

Skills and Abilities

1. Able to maintain effective relationships with Councillors.
2. A strong corporate player, able to align with the Councils' values, work collaboratively and develop shared approaches with colleagues across both councils, representing the interests of both Councils fairly and objectively.
3. An enabler, with the ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.
4. Creative and imaginative. Able to see new approaches with an ability to communicate the vision, overcoming obstacles and showing that ambitious goals can be achieved.
5. Able to provide a clear and articulate overview of complex issues and provide sound professional and reliable advice in an accessible and non-technical manner.
6. Commercially aware, recognising the importance of value for money in all Council activity.
7. Able to demonstrate the leadership competencies including being able to lead, motivate and inspire diverse teams of staff, build capacity and promote a highly engaged, high performing staff team who can adapt to change.

8. Able to work collaboratively with other service areas and external organisations and build alliances and long and short-term partnerships.
9. Excellent communication skills and ability to positively enhance the reputation of the Councils.
10. Ability to work at pace, while managing a complex workload and maintaining your own resilience.

Leadership Competencies

Strategic Thinking:

- Sees the bigger picture
- Predicts future risks and opportunities
- Adapts to changing circumstances
- Maintains positivity in difficult times
- Is comfortable with ambiguity
- Turns vision into tangible plans
- Brings the outside in to the organisation
- Takes time for own professional development

Delivery Through People

- Engages and motivates people
- Builds relationships with key stakeholders
- Works in partnership within and across Councils
- Builds effective working relationships
- Communicates clearly and appropriately
- Is a positive role model
- Celebrates, encourages and learns from different views and experiences
- Is politically astute
- Negotiates and influences

Excellence for Customers

- Provides good value for money
- Achieves high quality outcomes / results
- Is personally effective
- Focuses on customer service
- Manages conflicting priorities
- Embraces technology

- Manages risk
- Manages peaks and troughs of demand
- Takes a 'digital first' approach
- Takes a learning approach to continuously improve
- Champions collaboration

Governance

- Follows policies, processes, procedures and standards
- Is open, honest, and transparent
- Acts with integrity
- Has strong ethical compass
- Ensures fairness in all dealings
- Builds trust
- Takes accountability and ownership of issues
- Bases decisions on evidence and research
- Is consistent with decision making
- Understands the community and environmental impact of decisions
- Demonstrates financial responsibility