

Job summary

Role title: Democratic and Executive Services Manager

Department: Democratic and Executive Services
(Legal and Governance)

General description of role

This role is responsible for providing tactical leadership and oversight to the Democratic and Executive Services team and Service Business Plan, to ensure that:

1. the Council undertakes all key business and decision making in accordance with statutory requirements, working with stakeholders to support this and ensure efficient and effective governance and decision making.
2. The Council's Executive and Management Team are effectively supported in the conduct of their roles and duties with clerical and administrative personal assistance support.

The postholder will be responsible for line-managing the Democratic Services and Executive and Management Support Team Leaders and will report to the Governance, Civic and Electoral Services Manager.

Top ten duties / responsibilities of role

1. **Deputise:** To deputise for the Governance, Civic and Electoral Services Manager on all strategic aspects of managing the service and leading the Democratic and Executive Services team (e.g. Business Planning, Business Continuity Planning, Member Learning and Development Plan, Contract Management, establishment of resources, financial budget monitoring and Service and Financial Planning etc.);
2. **Leadership:** To lead the teams by:
 - a. directing the allocation of work portfolios and resourcing within each team.
 - b. advising the teams in respect of any constitutional, technical or governance issues in consultation with the Monitoring Officer or their Deputy.
 - c. approving team training requests proposed by the respective Team Leader.
 - d. Drafting operational policies and practices in consultation with the Governance, Civic and Electoral Services Manager and overseeing their implementation by the respective Team Leader.
 - e. Signing-off stage 1 complaint responses and Freedom of Information responses drafted by the respective Team Leader; and, seeking advice of the Governance, Civic and Electoral Services Manager if there are any wider corporate, political or communications implications.
3. **People management:**
 - a. To conduct appraisals, monitor performance and draft performance and personal development agreements for the Democratic and Executive Services Team Leaders, in consultation with the Governance, Civic and Electoral Services Manager;

- b. to sign-off performance and personal development agreements of individual team members drafted by their respective Team Leader, ensuring that individual objectives align with the Service Business Plan.
 - c. To lead on the recruitment of posts with the relevant Team Leader when vacancies arise or following establishment of new posts by the Governance, Civic and Electoral Services Manager.
- 4. **Service management:** To draft, implement and oversee the operational delivery of the Service Business Plan, Business Continuity Plan, and Member Learning and Development Plan (including the Member induction, mentoring and ongoing support) in consultation with the Governance, Civic and Electoral Services Manager.
- 5. **Contract management:** To support the Governance, Civic and Electoral Services Manager in the management, performance monitoring and procurement of contracts required for the delivery of the service.
- 6. **Project management:** To manage and delegate deliverables for operational projects sponsored by the Governance, Civic and Electoral Services Manager to achieve the objectives within the Service Business Plan.
- 7. **Advising stakeholders:** To provide timely, accurate and politically aware constitutional advice and guidance to Councillors, Officers and the general public on all aspects of the Council's decision-making processes at meetings and in the preparation for meetings with reports/agenda management, in line with best practice (e.g. in reference to Knowles / ADSO).
- 8. **Clerking:** To lead all stages of committee meetings within the postholder's work portfolio, including briefings, preparation of agenda and papers, and application of committee procedure rules and any relevant protocols. This will include the coordination and clerking of Full Council, Standards and Leaders meetings, Member Questions and Motions, agendas, minutes and decisions, and maintenance of the Corporate Forward Plan (28-day notice).
- 9. **Financial approver:** for requisitions valued up to £10,000. This includes the majority of 'business as usual' daily expenditure and funding for significant operational projects falling below the threshold within the Contract Procedure Rules. The post-holder will also be expected to support budget monitoring and budget setting activities with the Service's Group Accountant and the Governance, Civic and Electoral Services Manager.
- 10. **Constitution:** to support the maintenance of the Council's Constitution, including the Scheme of Delegation, by tracking and implementing changes to be adopted by the Full Council, and to provide advice and guidance to Councillors and Officers regarding the Constitution and decision making;
- 11. **Other:** Undertaking other ad-hoc activities within the Service Business Plan (for example, investigating corporate complaints referred to the service for a stage 2 investigation, drafting responses to Freedom of Information requests, and responding to emergency incidents as a Member Liaison Officer).

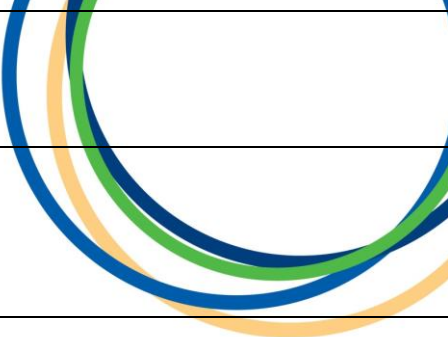
Person specification and interview assessment form



Candidate name			
Contact number			
Role title			
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes

Qualifications			
Educated to A level	E		
Degree or equivalent qualification in relevant subject	P		
ADSO Certificate	P		
Experience and achievements			
At least 5 years' experience within a democratic services role.	E		
At least 2 years' line management experience in a management or supervisor role.	E		
Experience of clerking and supporting meetings of the Full Council, Executive, Overview and Scrutiny, and regulatory committees such as Employment, Audit or Standards.	E		
Managing forward plans to ensure efficient and effective decision making (ensuring all key business is published within 28-day notices, general exception and special urgency notices).	E		

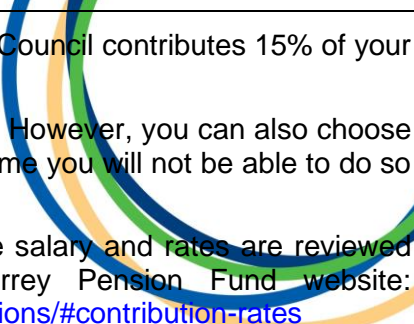


Proficient user of the Civica Modern.Gov committee management system (e.g. knowledge of system and committee configuration, issue management, reports management and Mod.Gov app)	E		
Proficient working knowledge of the reports management module within the Civica Modern.Gov committee management system (e.g. understanding of issue types, report types and actions; supporting report authors to submit plan items and reports).	P		
Proficient working knowledge of the Public-I webcasting system.	P		
Oversight and monitoring of a service budget	P		
Maintenance of the Constitution (e.g. applying updates to the Constitution agreed by the Full Council).	P		
Role required competencies and behaviours			
Understanding of the political environment, exercising sound judgement and diplomacy. Influencing key stakeholders (e.g. Executive Members, Committee Chairs and senior officers) within a political environment	E		
Experience of supporting complex decisions required	E		
Operational knowledge of Constitutions and experience of giving advice on its implementation at all levels of an organisation	E		
Strong organisational and administration skills – able to plan and manage workload across a range of activities and priorities.	E		
Excellent interpersonal skills. Able to communicate effectively and influence others.	E		
Excellent writing skills. Able to understand and summarise complex information	E		
Excellent IT skills, including MS Word formatting, Adobe Acrobat editing, website content management and Committee Management Systems	E		
Corporately required personal qualities and behaviours			

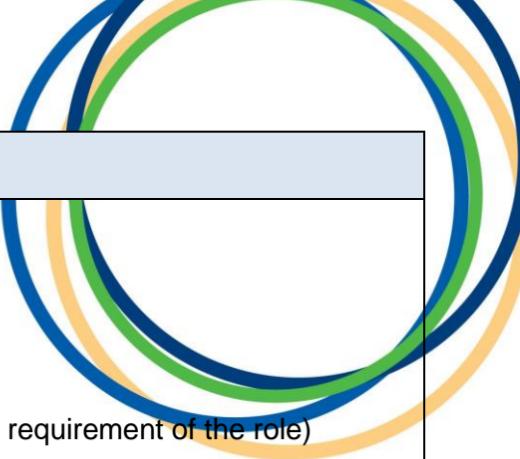
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number	1st / 2nd / 3rd		

Summary of employment package

Place of work	<p>The role will be primarily based at Town Hall, Reigate.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	<p>Graded Technical Specialist 1 (TS1A1-A), the salary will be in the region of £49,101- £60,489 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
Duration of contract	<p>The contract will be permanent.</p>
Probationary period	<p>Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.</p>
Hours of work	<p>Hours of work are nominally 36 per week.</p>
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>



Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
Car parking / Travel loan scheme	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
Cycle purchase scheme	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
Childcare voucher scheme	<p>The Council provides staff access to a childcare voucher scheme through salary sacrifice, reducing tax and National Insurance deductions. Further information is available on request.</p>
Employee discounts	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions	
Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks:</p> <ul style="list-style-type: none">• at least two satisfactory references• eligibility to work within the UK, and proof of your identity• evidence of relevant qualifications• medical clearance• basic criminal record check (As access to secure government systems is an intrinsic requirement of the role)
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Politically restricted role	<p>As this role is required to advise elected members, this is considered to be a 'politically restricted post'. This means you cannot be, or try to become, a councillor, a Member of Parliament or a Member of the European Parliament during the period of your contract. This post is one that is listed as politically restricted in accordance with the requirements of the Local Government and Housing Act 1989.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

