

# Job specification



**Job title: Democratic Services Manager**

**Service: Legal Services**

**Grade: G12**

**Reporting to: Strategic Lawyer – Resources (Deputy Monitoring Officer)**

## Your job

- You will report to the Strategic Lawyer – Resources Deputy Monitoring Officer and be part of a client focussed and outcome driven legal and democratic function,
- You will have managerial and overall responsibility for the Democratic Services Team including supervision, performance management, identification of training needs, allocation of duties and support,
- You will have overall responsibility for the provision of support to Members of the council in carrying out their roles, including the Mayor, Leader of the Council and civic responsibilities,
- You will be responsible for the efficient and effective running of the Democratic Services function, including committees, panels, stakeholders and partner organisations providing independent advice, guidance and support to elected members and officers,
- You will identify and lead on new innovative ways of working to meet the Council's Digital Strategy alongside the implementation of the Deal 2030 and keep abreast of any new legislation, national or regional strategies governing the democratic function,
- You will be responsible for the Democratic Services Team, Members and Mayoral Budgets,
- You will work closely with the Chief Executive and Monitoring Officer or their representatives.

## Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

- You will interpret and contribute to the regular review of the Council's constitution including monitoring and addressing any issues arising from governance arrangements which may impact upon the Council's constitution,
- You will ensure that the Council's formal decision making, scrutiny and other democratic processes operate efficiently and effectively within legislative requirements,
- You will represent the assistant Director of Legal Services at meetings as required including managerial level internal meetings, external organisations both at regional and national level relating to the democratic function of the Council,
- You will undertake tasks and projects as requested by the Assistant Director of legal Services relating to the Democratic function,

- You will lead on the provision of guidance, advice and support to members and Officers in the operation of the Council's decision making processes, relevant statutory provisions and the interpretation and application of the Council's constitution,
- You will be responsible for the development and development of training and briefing sessions on the Council's Constitution and decision making and governance arrangements,
- You will be responsible for the facilitation of liaison with Elected members to contribute to the efficient operation of the Council's decision making process,
- You will be responsible for the review and monitoring of the Councils report writing systems, audio visual systems and such other technological systems that support the Council's operation of the democratic function,
- You will oversee the provision of a full range of support to the Mayor, civic ceremonies and duties,
- You will oversee support for Council initiatives for Elected members including Brighter Borough,
- You will be responsible for the management, review and implementation of Council's democratic and governance related contractual arrangements ( e.g. Mayoral arrangements and regalia , report writing systems, audio visual systems ),
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

### In this job you will need

You must be able to demonstrate the following essential requirements:-

- Professional level qualification such as Association of Democratic Services Officers (ADSO) Diploma or equivalent or can demonstrate a significant similar level of knowledge, skills and experience relevant to the role gained within local or national government,
- Significant Experience of providing high level advice relating to democratic and governance function within a local authority,
- Significant Experience of operational issues relating to governance and democratic function, including liaising with elected Members,
- An in depth understanding of relevant legislation and the democratic process,
- Significant Experience of managing a team with a proven track record of success,
- Proven track record in a pressurised and deadline driven environment,
- Experience of budget and contractual management,
- Ability to represent the service and the Council at local level and at a regional level if necessary,
- Highly developed political awareness skills,
- The ability to engage, inspire and care to achieve service development, transformation and service improvements.
- An innovative and can-do approach to governance that's supportive of the Council's ambition for risk stratification and place-based working,
- Well-Very highly developed skills to influence and persuade decision-makers using written and verbal reasoning which is based on fact,
- A commitment and understanding of diversity and equality.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

**Be Kind...** be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough