

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Democratic Services Manager

Democratic and Electoral Services, Resources Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



**West
Northamptonshire
Council**

Purpose and impact:

To lead the work of the Democratic Services Team, taking responsibility for the Council's democratic processes, ensuring the Leader and Cabinet are supported to carry out their roles effectively.

To manage the development and implementation of effective governance within the Council, ensuring that corporate decision-making processes are efficient, accountable and transparent.

To lead the delivery of an effective Overview and Scrutiny function on behalf of the Council, ensuring the Council's scrutiny objectives are aligned with strategic priorities and focussed on outcomes.

To lead on the delivery of member support, members' allowances and member development, ensuring development programmes are aligned with identified areas of need.

To deputise for the Head of Democratic and Elections and to assist that person in the effective delivery of Democratic and Electoral Services.

Accountable to:

For example: This role is accountable to the Head of Democratic and Electoral Services and is responsible for the direct line management of the number of posts within the Democratic Services Team. The role is based within the Resources Directorate and West Northamptonshire Council.

Responsibilities:

1. Team management: defining and communicating clear objectives for the Democratic Services team, directing and organising their work to ensure progress is reviewed and targets achieved, ensuring team members are appropriately motivated, skilled and supported to carry out assigned tasks and achieve outcomes whilst being appraised in accordance with Council policy.
2. Budget management: Working with the Head of Democratic and Elections, ensuring finances are managed effectively and deliver maximum value, as well as managing external providers as appropriate.
3. Driving the change needed to deliver the service effectively and efficiently within the context of a transitioned service.
4. Defining key relationships and influencing senior officers and councillors across the Council on the approach to be taken to corporate governance issues to ensure decisions which are significant in terms of their cost or impact on local communities are sound and take account of all relevant options in order to safeguard the Council's position.
5. Developing and communicating efficient, effective, transparent and inclusive corporate governance processes, ensuring the Constitution and related documents are accessible, promote efficiency, accountability and transparency; and reflect and underpin the Council's values and priorities.
6. Overseeing the provision of awareness raising and training for employees, elected members and others on the governance of the Council, ensuring that decision making at the Council operates to the highest standards, is consistent with the constitution, driving opportunities to encourage and support improved ways of working.
7. Ensure Councillors receive the necessary advice, information, training and support to enable them to carry out their roles effectively including where appropriate conducting training reviews within individual members and groups and supporting coaching and mentoring for new members.

8. Overseeing the delivery of the Council's overview and scrutiny work programmes, defining and influencing programmes in line with the Council's corporate objectives and monitoring progress through the scrutiny process, resulting in fully engaged councillors and continual improvement across the organisation.
9. Assisting with local and parliamentary elections, to include the complex project planning of the elections process; delivering an election process within budget; supporting the Returning Officer and Deputy Returning Officers in their roles; playing a key role in the organisation of the elections count and post-election work.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
A high level of interpersonal skills.	Essential	A/T/I
Articulate, diplomatic and confident in providing professional advice to the Chief Executive, Directors, senior managers and senior politicians on governance processes applicable to the Council.	Essential	A/T/I
Be politically and tactically astute, with excellent negotiating and influencing skills.	Essential	A/T/I
Ability to understand others' viewpoints.	Essential	A/T/I
Excellent report writing and minute writing skills, organisational skills and use of IT	Essential	A/T/I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I
Ability to demonstrate strict political impartiality.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Expert knowledge and understanding of the functions of local government, including comprehensive knowledge of the committee procedures, relevant legislation and the roles of officers and members and the relationship between them.	Essential	A/T/I
A clear understanding of complex constitutional and legal protocols and experience of providing expert advice to elected politicians and senior officers in large and complex organisations.	Essential	A/T/I
Strong track record of developing and evaluating scrutiny work programmes.	Essential	A/T/I

Relevant experience:	Essential / Desirable	Measured by
Extensive experience of working at a senior level with elected politicians. Track record of building strong relationships with politicians and senior managers to enable them to carry out their roles effectively and to facilitate better outcomes for the Council.	Essential	A/T/I
Experience of finding positive solutions to complex challenges, including evidence of using creative thinking to achieve outstanding results.	Essential	A/T/I
Experience of leading and managing teams operating to tight deadlines in highly pressurised environments. Understanding of performance management regimes and ability to challenge and improve the performance of individuals.	Essential	A/T/I
Experience of managing budgets effectively within financial constraints, including profiling budgets and producing regular monitoring reports.	Essential	A/T/I
Experience of managing and delivering complex projects in a political environment.	Essential	A/T/I
Strong track record of using IT to deliver services more effectively and efficiently.	Essential	A/T/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Education to degree level standard or equivalent to demonstrate level of ability to meet the requirements of the post.	Essential	A, T, I, P, D
Evidence of continuous professional development	Essential	

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37 per week	Primary work base:	One Angel Square, Northampton
Job family band:	Professional Support	Worker type:	Part-flexible
Salary range:	£49,587 to £52,860	Budget responsibility:	£2m
People management responsibility:	Line management of several posts within team		

Working conditions & how we work:

This role has been identified as a part-flexible worker type. This means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home). Due to the nature of the role attendance at on-site committee meetings is expected. These meetings generally take place in the evening.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

