



## Role Description and Employee Specification

<b>Job Title:</b>	Head of Democratic & Electoral Services	<b>Location:</b>	Cirencester/hybrid
<b>Department:</b>	Democratic & Electoral Services	<b>Service:</b>	Governance & Development
<b>Reports to:</b>	Director of Governance & Development (Monitoring Officer)	<b>Working Hours:</b>	Full Time (37 hours per week)
<b>Salary:</b>	Up to £73,143 pa (Including allowance as Deputy Monitoring Officer)	<b>Peer Group:</b>	PGT4
<b>Business World Post Number:</b>	250037	<b>Job Group:</b>	Head of Service
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	2

<b>Overall purpose of the Post:</b>	<ul style="list-style-type: none"><li>• To lead the Council's Democratic &amp; Electoral Service, including direct support to the Leader and Cabinet, members, and senior officers of the Council to deliver a high quality and effective service and provide guidance on the Council's Constitution and relevant law.</li><li>• To be the operational lead on the delivery of the Council's decision-making processes and structures, including council, cabinet, regulatory, and scrutiny functions, ensuring their operation meets best practice and maximises the use of technology.</li><li>• Be a Deputy Monitoring Officer, providing support to the Director of Governance (Monitoring Officer) in respect of matters arising from the Council's governance and the conduct of its members.</li></ul>
<b>Key Tasks and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Ensure that the Council's approach to democratic services and elections reflects and continuously adapts to support, strategic, operational and financial objectives of the Council complying with statutory requirements and relevant guidance.</li><li>• Be responsible for the provision of a service to support the democratic function of the Council, within budget and in accordance with procedures, in such a way as to maximise the opportunities of joint working and minimise duplication.</li><li>• Provide effective leadership and operational management to the team and functions ensuring that staff adopt the Council's values and expected behaviours, to deliver customer centric services via a high-performance culture.</li><li>• Manage multiple stakeholders and clients including:<ul style="list-style-type: none"><li>- Provision of advice and information to elected members in the most effective way to support them carrying out their role</li><li>- Lead the preparation of agendas and minutes for full Council meetings</li><li>- Attendance at meetings of the scrutiny committees, working groups and tasks groups as required</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>- Liaise with Councillors and Portfolio Holders where required</li> <li>- Working collaboratively to ensure non-siloed approach to decision making and delivery of services to customers</li> <li>- Monitor the scrutiny function and ensure it supports the corporate priorities of the Council including the support for elected members, work plans, reference groups and working parties.</li> <li>- Developing and maintaining links with relevant outside bodies</li> <li>- Provision of service-related advice including the form of council reports and associated procedures and practises</li> <li>- Advise on decision making, where appropriate, to achieve the strategies and objectives of the Council</li> <li>• Line management to the Electoral Services Manager and Senior Democratic Services Officer</li> <li>• Maintain and enhance the Council's reputation through the appropriate use of communications, emotional intelligence and customer service</li> <li>• Working with the Council's Chief Executive Officer and Monitoring Officer to ensure efficient and effective support for Council meetings (formal and informal) and help ensure that the council's constitution remains up-to-date and fit for purpose</li> </ul>
<p><b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b></p>	<ul style="list-style-type: none"> <li>• Educated to Degree level in a public administration discipline, or able to demonstrate extensive relevant experience &amp; membership of appropriate professional organisation (eg ADSO, AEA), to reflect the professional nature of the post</li> <li>• Extensive demonstrable knowledge and experience of current operational knowledge of governance, law, and practice of Local Authority meetings.</li> <li>• Extensive demonstrable knowledge and experience of managing Election/ Electoral Registration Services</li> <li>• Significant experience of managing services and teams during periods of organisational change</li> <li>• Experience of working in and sensitive to the political environment which the role will operate in</li> <li>• Ability to translate and influence strategic direction</li> <li>• Ability to demonstrate a dynamic and proactive approach to problems and challenges</li> <li>• Live the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being</li> </ul>
<p><b>Desirable Requirements Qualifications, Skills and Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Recognised management qualification</li> <li>• Significant experience working with internal/external customers, partners/clients</li> <li>• Knowledge, understanding and experience of project management</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to interpret relevant complex regulation, legislation and</li> </ul>		
<b>General Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</li> <li>• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of the council.</li> <li>• To support the response to a major incident, including taking up a designated role within the emergency management framework.</li> <li>• To support the Chief Executive/Returning Officer in administering</li> </ul>		
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• You will be expected to work reasonable out of core working hours in line with the needs of the service.</li> <li>• There may be a requirement to work at other locations to meet the needs of the business.</li> <li>• Full UK Driving Licence.</li> <li>• Ability to travel / access to a vehicle for work purposes.</li> <li>• BPSS</li> <li>• This post designated as politically restricted in accordance with the Local Government and Housing Act 1989. Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</li> </ul>		
<b>Date Reviewed:</b>	January 2026	<b>Reviewed By:</b>	Angela Claridge
<b>Checked by HRBP</b>	23.01.2026	<b>Date of Issue:</b>	03.02.2026