

JOB DESCRIPTION

JOB TITLE: Democratic and Elections Manager

REPORTS TO: Head of Service

POSTHOLDER'S NAME:

1. PURPOSE OF YOUR JOB

Please give in one or two sentences, the basic reason why your job exists. e.g. supervise and control building maintenance services in x area of the District.

To manage and be responsible for the democratic and decision making processes of both authorities, including meetings, decision making, member support and development, elections, electoral registration, scrutiny and democratic renewal.

2. DIMENSIONS

Please quote;

1. *Current year capital and revenue budgets relevant to your job.*
2. *Staff numbers and salaries of those whose reporting line comes up to your job.*

(Note, this information is not relevant to all jobs, if none of the above apply to your job, please write "not applicable").

1. The postholder will be responsible for allocating budgets of approximately 2.4 million.
2. The two Team Leaders will be responsible for the daily work management of four Democratic and Elections Officers and three Assistant Democratic and Elections Officers. Staff will be matrix managed; each of the two Team Leader posts will manage up to four permanent members of staff. Staff will be based at either Council in Towcester or Bodicote. These staff will be carrying out diverse tasks within the same general type of work.

3.

PRINCIPAL ACCOUNTABILITIES

(please refer to the attached notes before completing)

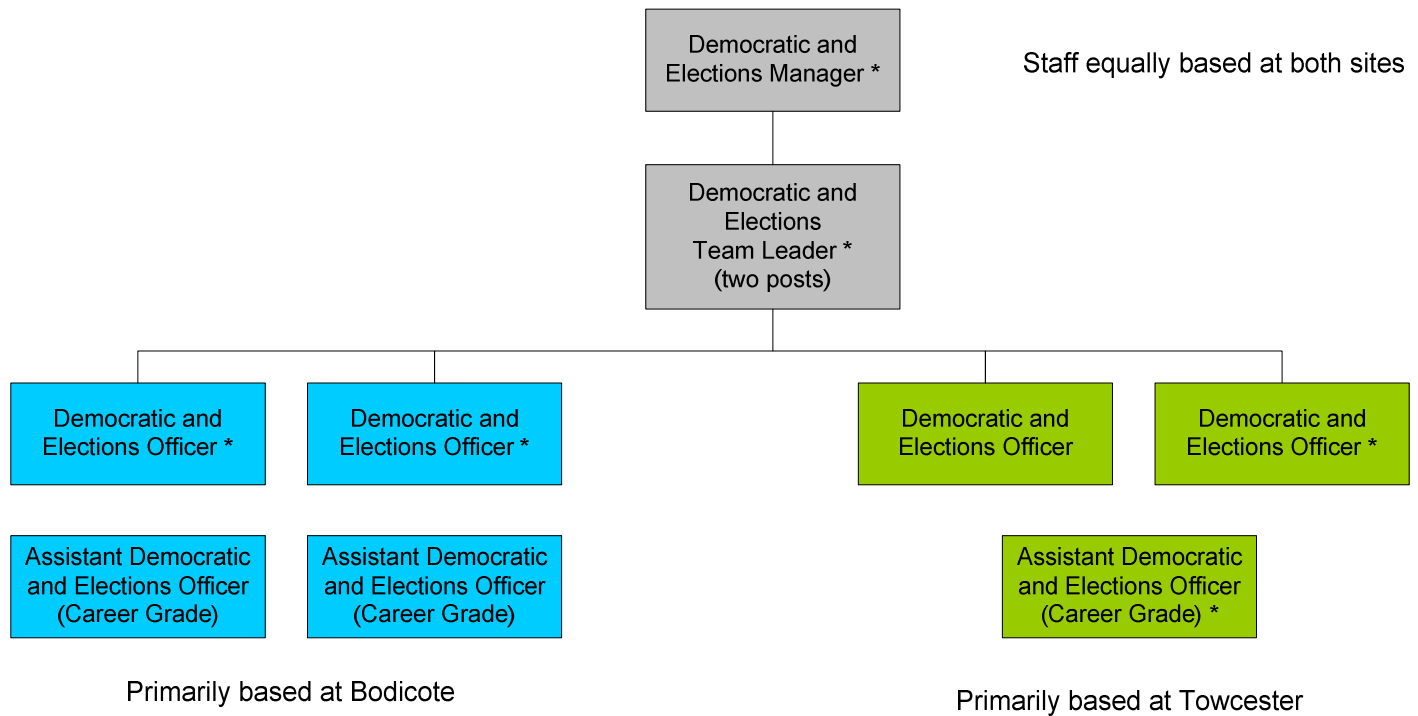
Please list your principal accountabilities after reading the notes attached to this questionnaire and estimate the percentage of time spent on each. Remember, you should be able to list all your principal accountabilities in FOUR to EIGHT statements, it is not a list of all the various tasks you perform as part of your job.

	Percentage Time Spent
1. Strategic and operational management of democratic processes to ensure the provision of decision-making that is as far as possible consistent across the two councils and facilitates the delivery of corporate objectives and the smooth operation of the joint management team (JMT).	35%
2. Management of elections and electoral registration.	15%
3. Management of Scrutiny.	5%
4. Supporting, managing, attending and being accountable for public meetings.	15%
5. Advising on procedures and ensuring the legality and probity of council decision-making.	15%
6. Acting on behalf of the Monitoring Officer and providing advice to members with regard to conduct and interests.	5%
7. Supporting and advising elected Members and Corporate Management Team.	10%

4. ORGANISATION

(a) Draw or attach an organisation chart that shows clearly your job, your immediate supervisor, colleagues who also report to your supervisor, and your own subordinates, giving full titles.

Proposed Joint Democratic and Elections Team Structure



- Staff equally based at both sites (as shared management team)
- Staff primarily based at Bodicote
- Staff primarily based at Towcester
- * Post likely to be filled by existing staff

(b) Briefly describe the major responsibilities of any immediate subordinates and explain how you supervise them, eg day-to-day contact, weekly meetings, control procedures.

The postholder line manages two Democratic and Elections Team Leaders (for line management and management of work).

The main objective of the two Team Leader posts is to support the democratic and decision-making processes of both authorities, including meetings, decision-making, member support and development, elections, electoral registration, scrutiny and democratic renewal.

The staff are matrix managed, line management of 50% team members, management of around 40% of work areas.

The Team Leader will deputise for the Democratic and Elections Manager regularly on all Democratic and Elections responsibilities including probation and appraisal

meetings for Democratic and Elections Officers and Assistant Democratic and Elections Officers.

In addition, the postholder will be responsible for the Scrutiny and Elections Project Teams and this will involve the following responsibilities and the timescales for this responsibility.

Responsible for the management of staff within the democratic and elections team on a daily basis. During elections and electoral registration periods (at least annually) responsible for the management of all temporary electoral and electoral registration staff, approximately 800 as Deputy to the Chief Executive (Returning Officer).

Additionally, deputise for the Democratic and Elections Team Leaders in managing their teams.

Lead and manage various project teams within the organisation:

- Democratic Renewal Project Teams – various teams brought together to renew aspects of the Council's decision making process, e.g. Overview and Scrutiny.
- Elections Project Teams – various teams working on different aspects of the election e.g. count.
- Scrutiny Project Teams – teams of members and officers working as part of a scrutiny review.

(c) *Where appropriate, briefly describe the nature of the reporting relationship which exists between yourself and the line manager to whom you are accountable eg Section Head/Head of Service/Chief Executive. Also, please indicate whether you report to, or attend committee meetings.*

This post reports to a Joint Head of Service. The postholder will attend Council, Cabinet, Executive and Committee meetings.

The Head of Service manages legal and democratic services.

PERSON SPECIFICATION

5. NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS
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What kind of education, qualifications and experience are necessary to enable you to perform your job fully and effectively? Note that this information should relate to the knowledge and experience required for the job, which may not be the same as your own qualifications, etc. Please also refer to skills, if possible, rather than just "pieces of paper" for example; keyboard skills, report writing skills, leadership skills, and effective speaking skills.

	JOB REQUIREMENTS	
	<i>Essential</i>	<i>Desirable</i>
Qualifications	Educated to degree level or equivalent.	Relevant postgraduate qualification. Membership of the AEA and ADSO.
Experience	Significant experience of organising and administering formal and informal meetings, elections and scrutiny within the local government.	Experience of managing teams on two sites and devolved working or shared services.
Knowledge	Excellent knowledge of administrative law and the legalities around decision-making and elections. Up to date knowledge of future developments in election, scrutiny and democratic generally.	Up to date knowledge of developments in election, scrutiny and democratic generally.
Skills	Excellent attention to detail. Meticulous. Innovative. Good communicator with audiences of a senior level.	
Aptitudes	Able to delegate and yet maintain effective control. Able to resolve a wide	

	<p>range of complex electoral and democratic problems.</p> <p>Preparation of an excellent standard of written reports.</p> <p>Able to negotiate effectively.</p> <p>Able to express concepts and ideas clearly.</p> <p>Adaptable and able to implement change.</p> <p>Ability to remain calm under pressure.</p> <p>Enthusiasm to engage in the democratic process and seek innovative ways to involve the public in the democratic process.</p>	
<i>Other requirements/circumstances</i>	Able to attend evening meetings at both sites.	

APPROVAL

We confirm that this job description conveys a full and accurate description of the job as at 12 September 2011:

Signed:

Postholder

.....
Chief Executive/Head of Service

JOB DESCRIPTION

JOB TITLE: Democratic and Elections Team Leader

REPORTS TO: Democratic and Elections Manager

POSTHOLDER'S NAME:

1. PURPOSE OF YOUR JOB

Please give in one or two sentences, the basic reason why your job exists. e.g. supervise and control building maintenance services in x area of the District.

To support the democratic and decision making processes of the both authorities, including meetings, decision-making, member support and development, elections, electoral registration, scrutiny and democratic renewal.

2. DIMENSIONS

Please quote;

1. *Current year capital and revenue budgets relevant to your job.*
2. *Staff numbers and salaries of those whose reporting line comes up to your job.*

(Note, this information is not relevant to all jobs, if none of the above apply to your job, please write "not applicable").

1. n/a

2. The two Team Leaders will be responsible for the daily work management of four Democratic and Elections Officers and three Assistant Democratic and Elections Officers. Staff will be matrix managed; each of the two Team Leader posts will manage up to four permanent members of staff. The team leaders will be working at both councils, staff will be based at either Council in Towcester or Bodicote. These staff will be carrying out diverse tasks within the same general type of work.

3.

PRINCIPAL ACCOUNTABILITIES

(please refer to the attached notes before completing)

Please list your principal accountabilities after reading the notes attached to this questionnaire and estimate the percentage of time spent on each. Remember, you should be able to list all your *principal* accountabilities in FOUR to EIGHT statements, it is not a list of all the various tasks you perform as part of your job.

	Percentage Time Spent
<p>1. Committee Meetings Advising on meeting procedures, constitution and legislation before and during meetings. Agenda planning and preparation. Preparing committee reports (particularly for standards committee). Co-ordinating other officer reports. Minutes and decisions notices. Attending CMT for Exec agenda. Cover all committee meetings of the Council.</p>	25%
<p>2. Scrutiny Reviews Arranging meetings. Advising on procedure. Agenda and minutes preparation. Advising on topic choice. Formulating draft terms of reference and work plan. Project manage review. Arrange/approve press releases. Prepare final report.</p>	15%
<p>3. Democratic Renewal Day to day management of democratic renewal process. Improving the council's decision-making and democratic process. Agenda, report and minute design. Management of committee management system. Committee improvement e.g introduction of public speaking at planning committee. Constitution updates. Ensure decision-making process is in line with developments in legislation. Keep up to date with national developments. Modernise committee processes. Democratic lead on Local Democracy week.</p>	5%
<p>4. Elections and Electoral Registration Project Managing Election & Electoral Registration. Elections Improvement Planning. Elections Accounts. Electoral Fraud. Elections & Electoral Registration temporary staffing.</p>	25%
<p>5. Member Support, Development and Training Design member training programme and monitoring systems. Manage induction programme for new Members.</p>	10%

Member Development and Support Strategy.
Supporting Portfolio Holder.
Support Interviews and Personal Plans.

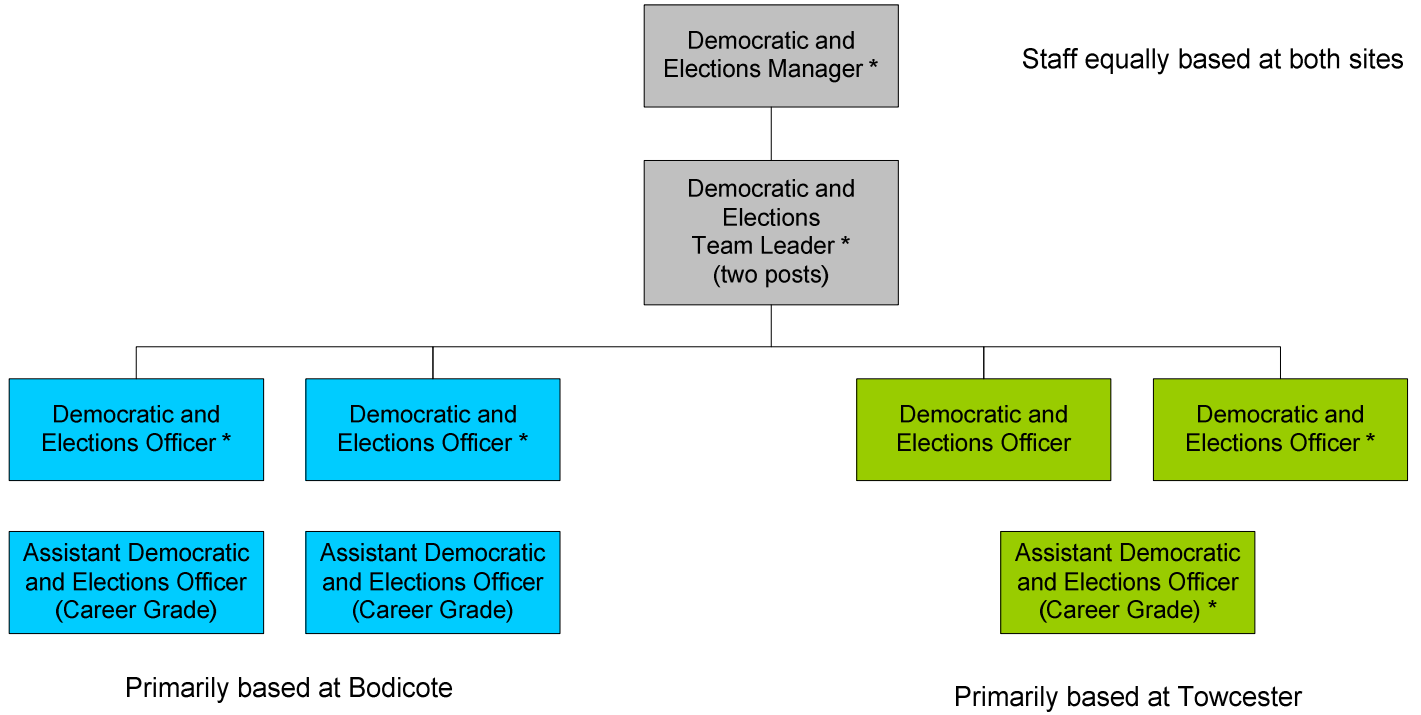
6.	Supervision of Team and Work Areas Allocation of work. Checking of work. Training on democratic process and committee meetings (eg committee management system, agenda preparation and minute writing). General support on team processes and systems.	15%
7.	Ethical Framework Supporting the Monitoring Officer. Standards Committee – arranging meetings, reports and local assessments of complaints. Advising members and parishes on code of conduct. Annual report for Standards Committee.	5%

4.

ORGANISATION

- (a) Draw or attach an organisation chart that shows clearly your job, your immediate supervisor, colleagues who also report to your supervisor, and your own subordinates, giving full titles.

Proposed Joint Democratic and Elections Team Structure



- Staff equally based at both sites (as shared management team)
- Staff primarily based at Bodicote
- Staff primarily based at Towcester
- * Post likely to be filled by existing staff

- (b) Briefly describe the major responsibilities of any immediate subordinates and explain how you supervise them, eg day-to-day contact, weekly meetings, control procedures.

The staff are matrix managed, line management of 50% team members, management of around 40% of work areas.

In addition, the postholder will be responsible for the Scrutiny and Elections Project Teams and this will involve the following responsibilities and the timescales for this responsibility.

Scrutiny Project Teams

- Suggest topics, terms of reference and work programme.
- Organise and manage execution of work programme.
- Time limited, usually 6 months.
- Members include elected members, officers, external organizations.
- Public meetings.
- Draft final report which makes recommendations to Overview and Scrutiny Committee or Executive.
- Responsible for ensuring project is on time, budget, fulfils work programme and meets objectives.

Can be politically sensitive.

Elections Project Teams

Lead on Elections project team, including managing and co-ordinating work across the team, risk management and mitigation, co-ordinating sub groups, working with stakeholders, building a consensus and brokering deals.

- (c) *Where appropriate, briefly describe the nature of the reporting relationship which exists between yourself and the line manager to whom you are accountable eg Section Head/Head of Service/Chief Executive. Also, please indicate whether you report to, or attend committee meetings.*

This post reports to the Democratic and Elections Manager. The main job purpose of this post is to manage and be responsible for the democratic and decision-making processes of both authorities, including meetings, decision making, member support and development, elections, electoral registration, scrutiny and democratic renewal. This postholder will be managing the service across both South Northamptonshire Council and Cherwell District Council.

The Team Leader will deputise for the Democratic and Elections Manager regularly on all Democratic and Elections responsibilities including probation and appraisal meetings for Democratic and Elections Officers and Assistant Democratic and Elections Officers.

PERSON SPECIFICATION

5. NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS
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What kind of education, qualifications and experience are necessary to enable you to perform your job fully and effectively? Note that this information should relate to the knowledge and experience required for the job, which may not be the same as your own qualifications, etc. Please also refer to skills, if possible, rather than just "pieces of paper" for example; keyboard skills, report writing skills, leadership skills, and effective speaking skills.

	JOB REQUIREMENTS	
	<i>Essential</i>	<i>Desirable</i>
Qualifications	Educated to degree level or equivalent.	ADSO certificate/diploma or equivalent postgraduate qualification.
Experience	<p>High level experience of managing and organising and administering formal and informal meetings (including scrutiny) within the local government or public sector environment,</p> <p>and/or</p> <p>High level experience of managing and organising and administering elections and electoral registration.</p> <p>Experience of supervising a team.</p>	<p>Some experience of the other areas of work covered by the team.</p> <p>Experience of managing a team.</p>
Knowledge	A high level knowledge of administrative law and the legalities around decision-making.	Evidence of up to date knowledge of developments in elections, scrutiny and democratic services generally.
Skills	<p>Good attention to detail.</p> <p>Ability to manage competing tasks and project plan.</p>	<p>Good communicator.</p> <p>Innovative.</p>
Aptitudes	<p>Enthusiasm to engage in the democratic process and seek innovative ways to improve and enhance the democratic and elections processes.</p> <p>Ability to delegate and yet</p>	

JOB DESCRIPTION

JOB TITLE: Democratic and Elections Officer

REPORTS TO: Democratic and Elections Team Leader

POSTHOLDER'S NAME:

1. PURPOSE OF YOUR JOB

Please give in one or two sentences, the basic reason why your job exists. e.g. supervise and control building maintenance services in x area of the District.

To organise and run Parliamentary, European, County, District and Parish council elections along with Parish Polls.

To maintain, promote and manage electoral registration ensuring rolling registration and the annual canvass is completed on time and within budget, and all legislation is complied with and implemented as and when changed.

To support the decision making and scrutiny processes of the Council. This includes meetings, decision making, ethical framework, member support and development.

2. DIMENSIONS

Please quote;

1. *Current year capital and revenue budgets relevant to your job.*
2. *Staff numbers and salaries of those whose reporting line comes up to your job.*

(Note, this information is not relevant to all jobs, if none of the above apply to your job, please write "not applicable").

1. n/a
2. Some supervisory responsibility for temporarily assigned or shared employees including on the job training to a formal standard or the allocation and checking of work for quality and quantity.

3.**PRINCIPAL ACCOUNTABILITIES**

(please refer to the attached notes before completing)

Please list your principal accountabilities after reading the notes attached to this questionnaire and estimate the percentage of time spent on each. Remember, you should be able to list all your *principal* accountabilities in FOUR to EIGHT statements, it is not a list of all the various tasks you perform as part of your job.

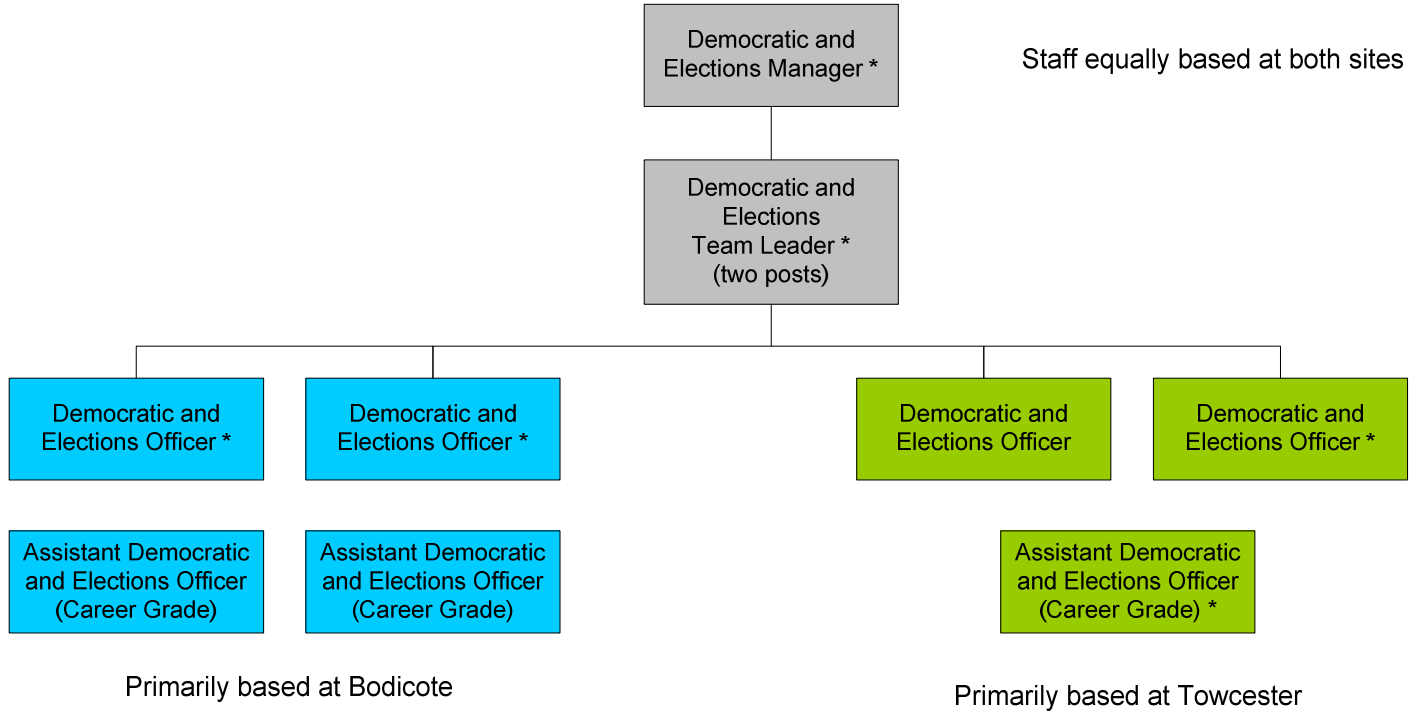
	Percentage Time Spent
1. Preparation of reports, maps and data required for committees, boundaries and electoral reviews. Make decisions which lead to the introduction/implementation of changes to procedures and review/recommend changes to policies that affect the services provided in through managing and interpreting legislation.	10%
2. Liaison with various organisations – Electoral Commission, Police Fraud team, Ministry of Justice, County Council, Parish Councils, and other bodies as appropriate. Providing support and advice to Parish Councils.	5%
3. Organise District, County Council, Parish elections, Parish polls, Referendums and elections held for British and European Parliaments.	15%
4. Organise the rolling registration process and the annual canvass for Electoral Registration.	15%
5. Assist in serving/servicing the Council and committee meeting cycle including: <ul style="list-style-type: none"> • report producing/editing/coordinating • agenda planning and production • production of minutes • production of decision statements • ensure legislation and the Constitution is adhered to • provide advice and recommendations where required • attend CMT • scrutiny 	30%
6. Interpreting and advising elected Members, Parishes, other departments, senior managers, officers, external organizations and members of the public on Council policy, procedures, legislation, Code of Conduct as necessary.	10%
7. Supporting Member development and training: <ul style="list-style-type: none"> • Arrange training events • Arrange and carry out Member support interviews and develop personal development plans for Members • Assist in new Member inductions • Provide additional support to elected Members and Parishes where necessary 	15%

4.

ORGANISATION

- (a) Draw or attach an organisation chart that shows clearly your job, your immediate supervisor, colleagues who also report to your supervisor, and your own subordinates, giving full titles.

Proposed Joint Democratic and Elections Team Structure



- Staff equally based at both sites (as shared management team)
- Staff primarily based at Bodicote
- Staff primarily based at Towcester

* Post likely to be filled by existing staff

- (b) Briefly describe the major responsibilities of any immediate subordinates and explain how you supervise them, eg day-to-day contact, weekly meetings, control procedures.

In addition, the postholder will be responsible for the Scrutiny and Elections Project Teams and this will involve the following responsibilities and the timescales for this responsibility.

Scrutiny Project Teams

- Suggest topics, terms of reference and work programme
- Organise and manage execution of work programme
- Time limited, usually 6 months
- Members include elected members, officers, external organisations
- Public meetings
- Draft final report which makes recommendations to Overview and Scrutiny Committee or Executive
- Responsible for ensuring project is on time, budget, fulfils work programme and meets objectives
- Can be politically sensitive

Elections Project Teams

Lead on Elections project team, including managing and co-ordinating work across the team, risk management and mitigation, co-ordinating sub groups, working with stakeholders, building a consensus and brokering deals.

- (c) *Where appropriate, briefly describe the nature of the reporting relationship which exists between yourself and the line manager to whom you are accountable eg Section Head/Head of Service/Chief Executive. Also, please indicate whether you report to, or attend committee meetings.*

This post reports to the Democratic and Elections Team Leader. The main job purpose of this post is to support the democratic and decision making processes of the both authorities, including meetings, decision making, member support and development, elections, electoral registration, scrutiny and democratic renewal.

The Team Leader will deputise for Democratic and Elections Manager regularly on all Democratic and Elections responsibilities including probation and appraisal meetings for Democratic and Elections Officers and Assistant Democratic and Elections Officers.

PERSON SPECIFICATION

5. NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS
--

What kind of education, qualifications and experience are necessary to enable you to perform your job fully and effectively? Note that this information should relate to the knowledge and experience required for the job, which may not be the same as your own qualifications, etc. Please also refer to skills, if possible, rather than just "pieces of paper" for example; keyboard skills, report writing skills, leadership skills, and effective speaking skills.

	JOB REQUIREMENTS	
	Essential	Desirable
Qualifications	Educated to A-Level or above or relevant local government experience in democratic, elections or a related field.	Holder of or studying for Degree, AEA/ADSO or equivalent qualification at Degree, Certificate or Diploma Level. Member of the Association of Electoral Administration or Association of Democratic Support Officers.
Experience	Experience including: <ul style="list-style-type: none"> • the compilation of the register of electors • the organisation of Parliamentary, European and local (including parish council) elections • the review of polling district boundaries and polling places and/or previous experience of committee administration/support to Democratic Services.	Previous experience of working with elections management and committee management systems. Some experience of the other areas of work covered by the team. Supervisory experience.
Knowledge	Knowledge of the electoral and democratic operation of local government. Standard office IT systems. Knowledge of electoral and democratic law.	Advanced knowledge of elections and democratic law.
Skills	Ability to meet tight deadlines.	

	<p>Good at working in a team.</p> <p>Ability to relate effectively to people at different levels internally and externally.</p> <p>Ability to grasp and assimilate new information quickly.</p> <p>High level of organisation and co-ordination skills.</p> <p>Excellent presentation skills for written and verbal presentations.</p> <p>Attention to detail.</p>	
<i>Aptitudes</i>	<p>Able to resolve a wide range of complex electoral and democratic problems.</p> <p>Good at preparing written reports.</p> <p>Able to negotiate effectively.</p> <p>Able to express concepts and ideas clearly.</p> <p>Adaptable and able to implement change.</p> <p>Ability to remain calm under pressure.</p>	<p>Enthusiasm to engage in the democratic process and seek innovative ways to involve the public in the democratic process.</p>
<i>Other requirements/circumstances</i>	<p>Able to attend evening meetings at both sites – Council/Executive and Cabinet and other Committees.</p>	

APPROVAL

We confirm that this job description conveys a full and accurate description of the job as at 12 September 2011:

Signed: **Postholder** **Chief Executive/Head of Service**

JOB DESCRIPTION

JOB TITLE: Assistant Democratic and Elections Officer

REPORTS TO: Democratic and Elections Team Leader

POSTHOLDER'S NAME:

1. PURPOSE OF YOUR JOB

Please give in one or two sentences, the basic reason why your job exists. e.g. supervise and control building maintenance services in x area of the District.

To support the decision making and scrutiny processes of the Council. This includes meetings, decision making, ethical framework, member support and development.

To ensure the day to day applications are processed to the electoral register. To prepare and create elections when called. This included organisation of a high number of staff, which can reach up to 450, polling buildings and stations which can reach up to 115.

To ensure the electoral register is maintained and updated in accordance with the electoral register.

To implement any new Electoral Law/Legislation. To maintain and manage the Electoral computer systems.

2. DIMENSIONS

Please quote;

1. *Current year capital and revenue budgets relevant to your job.*
2. *Staff numbers and salaries of those whose reporting line comes up to your job.*

(Note, this information is not relevant to all jobs, if none of the above apply to your job, please write "not applicable").

1. n/a

2. There are no direct reports.

3.

PRINCIPAL ACCOUNTABILITIES

(please refer to the attached notes before completing)

Please list your principal accountabilities after reading the notes attached to this questionnaire and estimate the percentage of time spent on each. Remember, you should be able to list all your *principal* accountabilities in FOUR to EIGHT statements, it is not a list of all the various tasks you perform as part of your job.

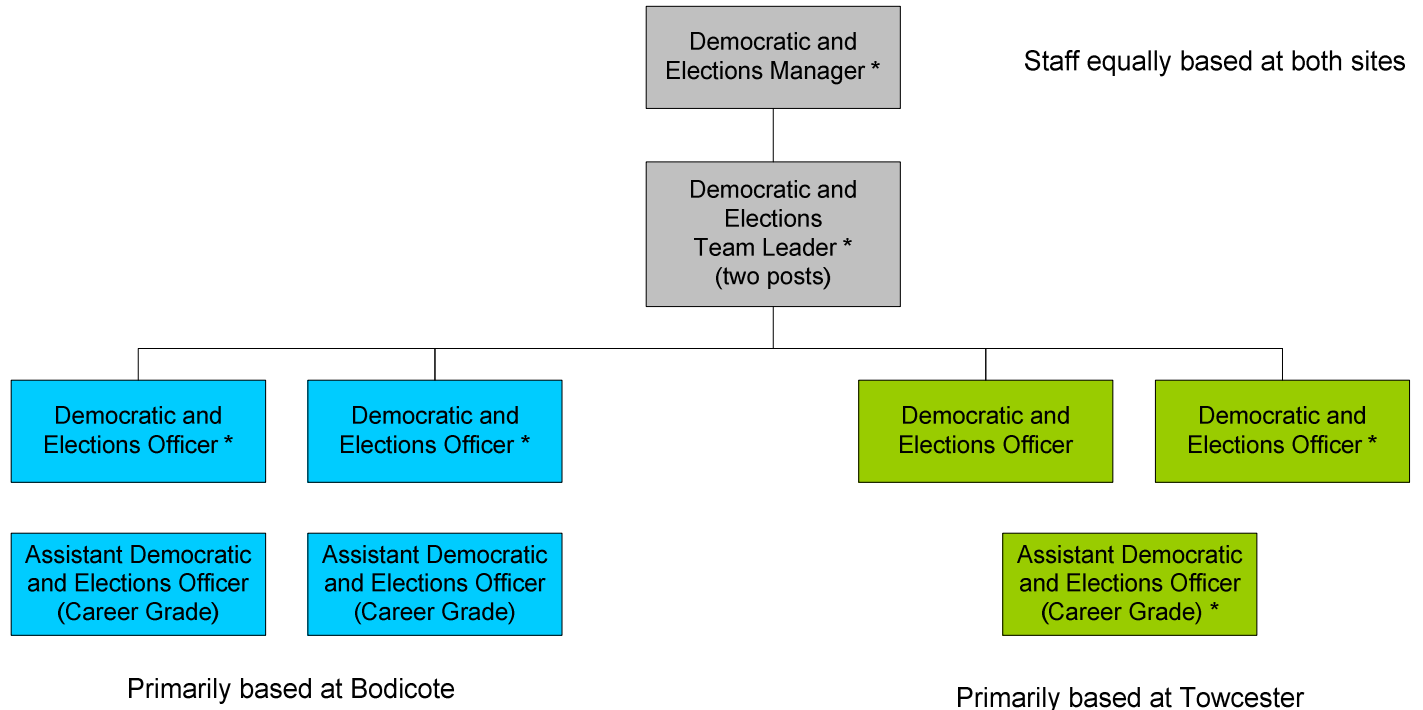
	Percentage Time Spent
1. Assist in serving/servicing the Council and committee meeting cycle including <ul style="list-style-type: none">• report producing/editing/coordinating• agenda planning and production• production of minutes• production decision statements• ensure legislation and the Constitution is adhered to• provide advice and recommendations where required• attend CMT• Overview and Scrutiny	20%
2. Interpreting and advising elected Members, Parishes other departments, senior managers, officers, external organisation, members of the public on Council policy, procedures, legislation, Code of Conduct as necessary.	5%
3. Supporting Member development and training <ul style="list-style-type: none">• Arrange training events• Arrange and carry out Member support interviews and develop personal development plans for Members• Assist in new Member inductions• Provide additional support to elected Members and Parishes where necessary	10%
4. Supporting all aspects of the work of the democratic services team and providing cover for the operation and function of the democratic and scrutiny function in the absence of senior officers and manager.	15%
5. To maintain the Electoral Register. To amend, update and process day to day application forms and queries. To prepare and co-ordinate the Annual Canvass process.	20%
6. To maintain the running of the Electoral Software and Hardware systems. This involves problem solving and updates.	10%
7. To assist with running elections including liaising with external companies (e.g. Printers - ballot papers, A-forms, posters, leaflets) to ensure value for money.	20%

4.

ORGANISATION

- (a) Draw or attach an organisation chart that shows clearly your job, your immediate supervisor, colleagues who also report to your supervisor, and your own subordinates, giving full titles.

Proposed Joint Democratic and Elections Team Structure



- Staff equally based at both sites (as shared management team)
- Staff primarily based at Bodicote
- Staff primarily based at Towcester
- * Post likely to be filled by existing staff

- (b) Briefly describe the major responsibilities of any immediate subordinates and explain how you supervise them, eg day-to-day contact, weekly meetings, control procedures.

Not Applicable

- (c) Where appropriate, briefly describe the nature of the reporting relationship which exists between yourself and the line manager to whom you are accountable eg Section Head/Head of Service/Chief Executive. Also, please indicate whether you report to, or attend committee meetings.

This post reports to the Democratic and Elections Team Leader. The main job purpose of this post is to support the democratic and decision making processes of both authorities, including meetings, decision making, member support and development, elections, electoral registration, scrutiny and democratic renewal.

The Team Leader will deputise for the Democratic and Elections Manager regularly on all Democratic and Elections responsibilities including probation and appraisal meetings for Democratic and Elections Officers and Assistant Democratic and Elections Officers.

PERSON SPECIFICATION

5. NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS
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What kind of education, qualifications and experience are necessary to enable you to perform your job fully and effectively? Note that this information should relate to the knowledge and experience required for the job, which may not be the same as your own qualifications, etc. Please also refer to skills, if possible, rather than just "pieces of paper" for example; keyboard skills, report writing skills, leadership skills, and effective speaking skills.

			JOB REQUIREMENTS	
			Essential	Desirable
Qualifications			<p>Educated to A level or above.</p> <p>Or</p> <p>Previous experience of democratic or elections work.</p> <p>Career grade progression to next level dependent on:</p> <p>Previous experience of democratic and elections work.</p>	<p>Holder of or studying for Degree, AEA/ADSO or equivalent qualification at Degree, Certificate or Diploma Level</p>
Experience			<p>Experience of local government.</p>	<p>Experience of elections, electoral registration, committee administration/support to elected members.</p> <p>Previous experience of working with bespoke computer database systems.</p>
Knowledge			<p>A basic knowledge of elections and democratic procedures.</p> <p>Standard office IT systems.</p> <p>A working knowledge of the electoral and/or democratic functions of local government.</p> <p>Career grade progression to next level</p>	

	<p>dependent on:</p> <p>A working knowledge of the electoral and democratic functions of local government.</p>	
Skills	<p>Able to meet tight deadlines.</p> <p>Good at working in a team.</p> <p>Able to relate effectively to people at different levels internally and externally.</p> <p>Able to grasp and assimilate new information quickly.</p> <p>Good organisation skills.</p> <p>Good written and verbal skills.</p> <p>Attention to detail.</p>	
Aptitudes	<p>Adaptable.</p> <p>Ability to remain calm under pressure.</p> <p>Able to suggest solutions to democratic and/or electoral problems.</p> <p>Career grade progression to next level dependent on:</p> <p>Able to suggest solutions to democratic and electoral problems.</p>	<p>Enthusiasm to engage in the democratic process and seek innovative ways to involve the public in the democratic process.</p>
Other requirements/circumstances	<p>Able to attend evening meetings at both sites.</p>	

APPROVAL

We confirm that this job description conveys a full and accurate description of the job as at 12 September 2011:

Signed:

.....
Postholder

.....
Chief Executive/Head of Service