

PERSON SPECIFICATION

L72 – DEMOCRATIC SERVICES MANAGER

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications & Training	Educated to degree level or equivalent	E	1
Qualifications & Training	Relevant management qualification	D	1
Qualifications & Training	Track record of continuous personal development	D	1
Knowledge & Experience	Experience of working within a democratic services function and dealing with constitutional matters	E	1,2,3
Knowledge & Experience	Experience of the cabinet model	D	1,2,3
Knowledge & Experience	Substantial experience of working with elected members, senior council officers and representatives from partner organisations	E	1,2,3
Knowledge & Experience	Experience of managing and leading a team	D	1,2,3
Knowledge & Experience	Experience of managing change and implementing actions to transform cultures and practices	D	1,2,3
Knowledge & Experience	Performance management experience including the collation and interpretation of data including benchmarking	D	1,2,3
Knowledge & Experience	Experience of dealing with ethical standards issues and involvement with a Standards Committee	D	1,2,3
Knowledge & Experience	Experience of report and minute writing, recording decisions and forward planning of the decision-making process	E	1,2,3
Knowledge & Experience	Experience of working with the Committee Management System – Modern Gov and using the Report Management function.	D	1,2
Knowledge & Experience	Knowledge of the complaints process at local authority level	D	1,2
Knowledge & Experience	Knowledge of the Transparency Code	D	1,2
Specialist Knowledge	Knowledge of legislative framework in relation to local government constitutional arrangement and elections	E	1,2,3
Specialist Knowledge	Understanding Member Development Framework and Community Leadership role of elected members.	E	1,2,3
Specialist Knowledge	Knowledge of corporate working with a broad understanding of local authority business and how it links to decision making processes and procedures	D	1,2,3
Specialist Knowledge	Understanding of the local authority members Code of Conduct	D	1,2,3
Specialist Knowledge	Ability to draft constitutional rules and procedures and take forward changes to existing arrangements.	D	1,2,3

Specification Type	Additional/changed requirements	E/D	Measure
Personal Characteristics	Able to exercise political judgement and ability to foster positive working relationships	E	1,2,3
Personal Characteristics	Able to negotiate effectively and work productively with members	E	1,2,3
Personal Characteristics	Flexible approach to working practices and willingness to work on their own	D	1,2,3
Personal Characteristics	Commitment to working as part of a corporate team in the delivery of corporate priorities and objectives	E	1,2,3
Personal Characteristics	Excellent communication skills, including the ability to promote understanding to a variety of audiences using a variety of communication methods and media	E	1,2,3
Personal Characteristics	Ability to set high quality goals and establish high standards that are demanding of self and others	E	1,2,3
Personal Characteristics	Clear, collaborative leadership skills, including the ability to influence, innovate, negotiate and achieve objectives and plans	D	1,2,3
Skills & Abilities	Ability to motivate others	E	1,2
Skills & Abilities	Excellent presentation skills	E	1,2
Skills & Abilities	Highly proficient in the use of IT systems	E	1,2
Skills & Abilities	Management/supervisory skills	E	1,2
Skills & Abilities	Managing projects from conception to implementation	E	1,2
Skills & Abilities	Identify issues and find solutions across a broad range of areas	E	1,2
Skills & Abilities	Ability to manage performance at individual and team level	E	1,2
Skills & Abilities	Demonstrate competence in delivering customer focused services through effective engagement with service users	E	1,2
Skills & Abilities	Ability to initiate and undertake activities that improve operational processes and practice and support the implementation of any related changes. Including new committee management systems	E	1,2
Skills & Abilities	Excellent verbal, written, numeric & literacy skills with the ability to communicate complex information produce reports with good attention to detail	E	1,2
Skills & Abilities	Ability to manage time effectively while under pressure	E	1,2
Skills & Abilities	Demonstrate competence in delivering customer focused services through effective engagement with service users	E	1,2
Skills & Abilities	Keen to develop own knowledge and skills to provide information to others to help their development	E	1,2
Skills & Abilities	High degree of personal integrity with clear commitment to confidentiality	E	1,2
Skills & Abilities	Ability to maintain clear and concise records	E	1,2
Skills & Abilities	Good planning, organisation and communication skills	E	1,2
Skills & Abilities	Highly developed analytical and problem-solving skills	E	1,2

Specification Type	Additional/changed requirements	E/D	Measure
Skills & Abilities	Political awareness and sensitivity	E	1,2,3

Car Allowance:

This post does not carry a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]