



**LONDON BOROUGH OF MERTON**  
**CORPORATE SERVICES DEPARTMENT**  
**JOB DESCRIPTION**

<b>POST TITLE:</b>	Head of Democracy and Electoral Services
<b>Grade:</b>	MGC
<b>Department:</b>	Various offices according to the needs of the service
<b>Location:</b>	Civic Centre
<b>Responsible to:</b>	Managing Director South London Legal Partnership
<b>Responsible for:</b>	Democracy and Electoral Services (15 FTE), and up to 1000 temporary voter registration and election staff from time to time
<b>Post number:</b>	<b>Date: June 2020</b>

**MAIN PURPOSE**

- To lead and manage the Democracy and Electoral Services teams;
- To advise and support the Chief Executive as Electoral Registration Officer and Returning Officer
- To organise and coordinate all voter registration, elections and referenda for which the council or the Electoral Registration/Returning Officer is responsible.
- To lead on the management of the committee and cabinet, governance, member and mayoral support functions and to ensure that effective support is provided on a corporate basis
- To be a member of the Divisional Management Team and participate in the overall management of the Division.



## **MAIN DUTIES AND RESPONSIBILITIES**

### Professional

- To provide advice to Members, the Chief Executive, the Director, Assistant Director and managers across the authority on elections and electoral registration, and electoral reviews.
- To interpret the corporate and service policies, strategies, business plans and programmes of the council, and to devise and implement measures so that Democracy and Electoral Services are developed cost effectively to support these policies, strategies, business plans and programmes.
- To lead and manage the democracy services function to ensure the highest standards of governance are maintained at all times and that elected members are provided with advice and support as appropriate
- To take lead responsibility for maintenance of the Council's constitution
- To lead on the development and implementation of policies.
- To keep abreast of developments in the field of elections and electoral registration law and the law relating to local authority governance and ensure that these support services operate in accordance with modern good practice.
- To act as deputy returning officer or deputy counting officer during an election or referendum period and deputy electoral registration officer at all times.
- To lead and manage reviews in relation to polling stations and boundaries, reporting to committee as required and implementing the resulting decisions.
- To lead on the submission of statutory returns to national and regional bodies, and the statutory duty of promotion of democracy and participation in the electoral process.
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### Managerial

- To lead, manage and develop the Democracy and Electoral Services teams in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focused services as listed above.
- To be responsible for the various team budgets in the region of £2m per annum depending on the electoral cycle, and to ensure that effective financial management processes are maintained within the Electoral services.
- To manage the teams ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, data quality, health and safety, risk and other management activities are carried out in accordance with council policy.



- To represent the Assistant Director, Director, Chief Executive/Returning Officer or council, as appropriate at external meetings, and in maintaining effective communication with national and regional bodies.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Assistant Director or Director.

**LONDON BOROUGH OF MERTON  
CORPORATE SERVICES DEPARTMENT  
PERSON SPECIFICATION**

**POST TITLE:** Head of Democracy and Electoral Services  
**Grade:** MGC  
**Date:** March 2020

### **Qualifications and Experience**

#### Professional and post specific requirements

- Detailed experience of working at a senior level in democracy services or electoral administration, including registration and the running of elections
- Detailed experience in the preparation of overall project plans relating to the planning of elections, canvass and electoral reviews
- Experience in developing and embedding improvement and changes in practices
- Understanding or ability to acquire the understanding of the law and practice relating to local authority decision making.

#### Management requirements

- Experience of staff management
- Experience of providing advice to and ability to influence a senior audience

### **Skills and Knowledge**

#### Professional and post specific requirements

- Extensive knowledge of electoral processes and procedure including a thorough and detailed knowledge and understanding of the legislation and guidance in relation to electoral processes
- Excellent working knowledge and understanding of the practical implications of local government issues, legislation and statutory obligations, which affect the democracy services
- Highest standards of written communication skills and an ability to analyse and interpret complex written material.
- Experience of working with credibility at senior level in a political environment and ability to instil confidence
- A high level of integrity and impartiality
- A high level of commitment and resilience
- Ability to work in partnership with other local authorities and outside bodies in the provision of electoral events



## Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy, analytical and investigative skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Understanding of the principles of value for money and an ability to apply them in the management of support services
- Understanding of project management and governance principles and techniques and ability to apply them to projects
- Understanding of providing a multi-cultural customer-focussed service, the use of publicity and media awareness
- Understanding of the various uses of technology in providing direct and support services
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team
- Ability to be available to attend council premises out of hours, including weekends and evenings especially in election and canvass periods, and in the event of emergencies or urgent management issues