



LONDON BOROUGH OF MERTON
INNOVATION AND CHANGE DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Head of Democracy Services
Grade:	MGB
Department:	Innovation and Change
Location:	Various offices according to the needs of the service
Responsible to:	Assistant Director (Corporate Governance)
Responsible for:	Scrutiny, Democratic and Member and Mayoral Services (14 FTE)
Post number:	Date: January 2011

MAIN PURPOSE

- To lead on the management of the scrutiny, committee, governance, member and mayoral support functions and 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 expert, high level standards, governance, procedural and decision-making advice to Members, the Director, Assistant Director, managers across the authority including committees.
- To personally support either the higher profile decision making committees of the council or the Overview & Scrutiny Commission and/or its panels.
- To interpret the corporate and service policies, strategies, business plans and programmes of the council, and to devise and implement measures so that democracy services are developed cost effectively to support these policies, strategies, business plans and programmes.
- To lead on the development and implementation of support service policies.
- To keep abreast of legal developments and ensure that these support services operate in accordance with modern good practice.
- To lead responsibility for the maintenance of the council's constitution.
- To hold the statutory responsibility for the scrutiny function in accordance with the Local Democracy, Housing and Construction Act 2009 and to ensure high quality leadership, advice and support to Members, officers, partners and residents in order to deliver and champion an effective scrutiny function.

Managerial

- To lead, manage and develop Democracy Services in accordance with council policies and procedures, legislative and regulatory requirements, covering the provision of quality, cost effective, and customer-focussed services.
- To be responsible for the team budget in the region of £1m per annum, and to ensure that effective financial management processes are maintained within democracy services.
- To manage the teams ensuring that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities are carried out in accordance with council policy.
- to develop, promote and sustain a range of mechanisms to support participation by local communities, the third sector and partner agencies in scrutiny activity and provide advice on their participation
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Assistant Director, Director or council, as appropriate at external meetings.



- 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
INNOVATION AND CHANGE DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Head of Democracy Services
Grade: MGB
Date: January 2011

Qualifications and Experience

Professional and post specific requirements

- Experience of working in a local government environment in a scrutiny and/or democratic services (committee services) role.

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

- 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.
- Significant personal gravitas and charisma with an experience of operating with confidence and credibility at the highest levels of an organisation

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Good numeracy and analytical 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
- Resilient and committed, remaining composed under pressure
- Understanding of project management and governance principles and techniques and ability to apply them to support service projects



- 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 to attend committees and in the event of emergencies or urgent management issues

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).