

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	LAW AND PEOPLE
SERVICE:	LEGAL AND DEMOCRATIC SERVICES
POST TITLE:	DEMOCRATIC AND ELECTORAL SERVICES MANANGER
GRADE:	£49,282- £51,356 (SCP 38-40, PO4 Grade)
REPORTS TO:	HEAD OF LEGAL AND DEMOCRATIC SERVICES

JOB SUMMARY

1. To lead the Democratic and Electoral Service functions of the Council on a day to day basis.
2. To manage the Democratic Services Unit and operation of the Council's Committee Management System to ensure the Council complies with its statutory obligations in relation to publication of Agendas and the proper holding of meetings.
3. To manage and deliver a high quality and effective elections & electoral registration service.
4. To support the Monitoring Officer and Deputy Monitoring Officer in their roles.

MAIN DUTIES AND RESPONSIBILITIES

1. To proactively promote democratic involvement and voter participation by developing and implementing the electoral registration and elections public awareness strategy and measures aimed at increasing registration levels, turnout at elections.
2. To ensure consistently well-run electoral registration and elections services through effective leadership, project planning and risk assessments.
3. To ensure that all returns, statistics and data required by the Cabinet Office, the Electoral Commission and other external bodies or agencies are supplied as required.

4. To identify and apply for appropriate additional external funding for electoral services.
5. To manage the process for the preparation, publication and maintenance of the Register of Electors, including the monthly updates under rolling registration, in accordance with relevant legislation and statutory deadlines.
6. To manage, plan and organise the conduct of the annual canvass and the recruitment, supervision and training of canvassers.
7. To manage the inputting and processing of electoral registration data ensuring that necessary procedures for data security and checking for accuracy and completeness are in place.
8. To manage the process for the distribution of the Register of Electors, by sale or provision of copies, in data or hard copy format, to all external organisations in accordance with statutory requirements.
9. To manage and implement ongoing changes to the Electoral Registration process brought about by Individual Electoral Registration and Canvass Reform
10. To manage all aspects of the planning, organisation and conduct of District, County, Combined County Mayoral, Parliamentary, Parish and Police and Crime Commissioner elections including by-election and all referenda
11. To manage the recruitment, appointment, training, briefing and payment of all casual staff necessary for the conduct of the elections and the annual canvass
12. To advise the Council, the public, candidates, agents and politicians and answer their queries on electoral matters.
13. To manage and implement as required the periodic reviews of electoral arrangements or boundary maintenance work and to attend Council and Committee meetings as required.
- 14.. To keep up to date of all changes to election, electoral registration, committee and democratic service legislation, regulations and requirements sufficient to provide expert advice as required.
15. To manage the committee and democratic procedures work with the team, liaising with the Chief Executive, Executive Directors, Assistant Directors, Heads of Service, Monitoring Officer and Deputy Monitoring Officer to ensure a democratic process is undertaken and provide support and advice accordingly.
16. To manage the Democratic Services function to ensure that Council meetings, Committees and Members are supported through an efficient service and to provide effective governance.
17. To manage and co-ordinate the provision of the Member Induction Programme and the annual Member Training programme.
18. To manage the arrangements for annual Civic Council.

19. To manage the arrangements for formal meetings of the Council and the proper administration of Council decisions, minutes, actions sheets and related documentation.
20. To manage and coordinate the Council's relationship with Parish Council in its District including keeping an UpToDate contact list, publishing Parish Council Member's Register of Interests and facilitating Parish Council briefings.
21. To assist the Head of Legal and Democratic Services with Community Governance Reviews.
22. To deal with complex correspondence, telephone and person (including Member and Officer) enquiries in relation to election, electoral registration, committee and democratic services.
23. To develop and deliver training for the Council, its Members and Officers on Electoral Services and Democratic Services matters using a variety of mediums.
24. To lead, manage and develop staff within the Units and ensure appropriate levels of expertise, skills and abilities
25. To assist the Head of Legal and Democratic Services to manage the financial resources of the Unit effectively, ensuring that service delivery and development are optimised through a disciplined approach to financial planning and control including the management of the Returning Officers elections accounts to ensure that election expenditure is contained within the MRA and election accounts are submitted within the relevant timescales.
26. To look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
27. To ensure adherence to the Council's Health and Safety Policy.
28. To support, promote and comply with the Council's Equality Policy when undertaking the duties of the post and to ensure the compliance of employees for whom you are directly responsible.
29. To comply with the Council's Employee Code of Conduct.
30. To undertake such other duties as may be prescribed from time to time commensurate with the experience and knowledge of the post holder and the grading of the post.
31. To support the Monitoring Officer and Deputy Monitoring Officer in their roles.

October 2025