

SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

Directorate: Law & People	Service: Legal and Democratic Services	Job Title: Democratic and Electoral Services Manager
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Qualifications, Professional Membership, Technical Skills

		Essential	Desirable	How Assessed
		Detailed knowledge of committee processes and electoral law and processes		Application Form Interview Presentation
		Experience in leading an Electoral Services Team		Application Form Interview
			Recognised professional qualification ie ADSO or AEA	Application Form

Skills and Qualities

Competency	Level	Essential	Desirable	How Assessed
Achieving Results	4	Able to maximise the full use of available resources to achieve goals and objectives Able to make a significant contribution towards service improvement		Interview Application Form
Communication	4	Able to keep others informed by sharing ideas and information Able to communicate with authority and confidence		Interview Application Form Presentation

		Able to communicate well in high pressure situations Able to effectively communicate vision, strategy and direction to others		
Creative Thinking	4	Able to actively seek out new ideas and information from outside the organisation Able to Continually put forward innovative new ideas and approaches and encourages others to do so Able to recognise the potential of existing situations and turns them into viable opportunities		Interview Application Form
Customer Focus	4	Able to continually set and promote the highest standards of customer care within and beyond their team		Interview Application Form
Decision Making and Problem Solving	4	Able to evaluate whether arguments or cases are complete or sound		Interview Application Form
Making Change Work	3	Advocates the need to change and encourages others to try new ways of working Creates a positive image of change		Interview Application Form
Managing Resources, Projects and Processes	4	Able to plan projects and tasks in a structured way, building in flexibility and anticipating difficulties Able to monitor and review progress and performance against plans Able to exploit the full use of technology in work processes		Interview Application Form

Organisational awareness and Commitment	4	Able to stand by decisions that benefit the Council as a whole even if they are unpopular, controversial or affect their own team's short-term good Able to recognise underlying challenges, opportunities, and external political forces affecting the Council		Interview Application Form
Personal Impact	4	Able to make others feel and work better Able to identify with others and create a sense of common purpose Able to take into account the values and beliefs of other parties		Interview Application Form
Working Relationships	4	Able to encourage and empower others, making them feel strong and important Able to develop and proactively maintain a network of beneficial internal and external working relationships to support the achievement of the Council's needs and objectives		Interview Application Form
Equal Opportunities and Fairness	4	Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment		Interview Application Form