



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Democratic Services Manager

Grade: PO2

Directorate: Law & Governance

Department: Democratic Services

Responsible to: Head of Legal & Democratic Services

Purpose of the Job:

Ensure the effective operation of the Council's democratic governance arrangements by leading the delivery of high-quality decision-making support, providing professional advice to elected members and officers, and ensuring that all governance processes comply with statutory requirements and best practice.

Main Responsibilities:

Governance & Decision-Making:

- Lead the coordination and delivery of all formal Council, Cabinet, Committee and Panel meetings, ensuring agendas; reports and minutes are produced and published in accordance with statutory deadlines.
- Maintain and develop the Council's Constitution and governance framework, ensuring documents are legally compliant, up to date, and accessible.
- Interpret complex legislation, statutory guidance and constitutional rules, providing expert advice to officers and members, and identifying compliant solutions to governance issues.
- Manage the Council's Forward Plan process, ensuring effective coordination of executive decision-making.
- To have excellent organisational knowledge to ensure that advice is given considering service aims.
- To present to a wide range of audiences including Panels, Working Groups and Committees on complex matters which may involve interpreting legislative requirements and providing practical solutions as to how it will work in practice. To respond to challenges within presentations and provide advice.

Member Support & Development:

- Provide professional support, training, and induction to elected members, ensuring they are fully equipped to fulfil their roles.
- Support the Member Development Programme and work towards relevant standards/charters for member development where applicable.



RUTLAND COUNTY COUNCIL

Democratic & Civic Administration:

- Oversee the provision of procedural and administrative support to all democratic bodies, advisory groups, and other governance forums.
- Ensure the Council's website and digital governance tools are up to date, legally compliant and enhance transparency.
- Manage statutory functions such as petition handling, Independent Remuneration Panel administration, and community governance reviews.

Leadership & Management:

- Manage, develop and performance-review the Democratic Services Team, providing clear direction and promoting a culture of continuous improvement.
- Lead recruitment within the Democratic Services team and ensure workforce capability planning.
- Manage delegated budgets, ensuring effective financial planning and compliance with financial procedure rules.

Corporate Contribution:

- Promote high standards of governance and ethical behaviour across the Council.
- Represent the service at internal and external meetings, working groups, and regional networks.
- Foster collaborative working with officers and partners to support effective, transparent and accountable decision-making.
- Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

- Work collaboratively across the organisation to deliver joined-up, high-quality governance services.
- Champion best practice in democratic services and governance to achieve strong outcomes for the Council.
- Be a role model for "One Council" values.
- Respond effectively to pressure and change.
- Build strong relationships and share knowledge to deliver collective goals.
- Support innovation and continuous improvement.



RUTLAND COUNTY COUNCIL

Dimensions:

- **Line management:** Democratic Services Officer, Scrutiny Officer and Civic Officer
- **Budget responsibility:** Assigned service budget of @£0.5m



RUTLAND COUNTY COUNCIL

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to degree level or equivalent experience	A/I
Evidence of continuing professional development in governance, public administration, or related field	A/I

Desirable	Method of Assessment *
Qualification in governance, e.g., ADSO Certificate/Diploma; legal or public administration qualification.	A/I
Management or leadership qualification	A/I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant experience in democratic services or local authority governance.	A/I
Strong understanding of legislation affecting local government decision-making.	A/I
Experience of advising senior officers and elected members.	A/I
Experience managing or supervising staff.	A/I
Experience producing high-quality written reports and procedural guidance.	A/I/T

Desirable	Method of Assessment *
Experience in a unitary authority or governance environment.	A/I
Experience of community governance reviews, school appeals, or statutory panels.	A/I



RUTLAND COUNTY COUNCIL

SKILLS

Essential	Method of Assessment *
Excellent communication (written, verbal & presenting).	A/I/T
Ability to interpret legislation and provide clear procedural advice.	A/I/T
Strong organisational and planning skills.	A/I
Political awareness and ability to work sensitively with elected members.	A/I
Digital literacy, including governance software.	A/I

Desirable	Method of Assessment *
Project management skills.	A/I
Advanced data or digital governance skills	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test



RUTLAND COUNTY COUNCIL

STRUCTURE

To be confirmed.

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
11/02/26	No – updated wording a new template	Sarah Khawaja – Head of Legal & Democratic Services