



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Democratic Services Officer
Service	Governance
Team	Democratic & Electoral Services
Location	Shute End, Ground Floor
Reports to	Priya Patel
Worker Style	Hybrid – Remote working with attendance at Council offices as and when required
Responsible for	Not applicable
Grade	5-7
Contract Type	3 Months Fixed-Term Contract

Main Accountabilities	
1.	To support the Council's formal decision making and other democratic processes to ensure the efficient and effective operation of these processes and to ensure that processes are delivered in accordance with the requirements of legislation and the Council's Constitution.
2.	To service meetings of Council committees, sub-committees and other bodies, and advise on their terms of reference and to ensure that procedures and documents comply with relevant legislative and corporate requirements.
3.	To prepare agendas, decisions sheets, minutes, reports and associated correspondence as required for a number of Council committees and other formal meetings.
4.	To provide guidance, advice and support to Councillors and Officers in the operation of the Council's decision-making processes, relevant statutory provisions and the interpretation of the Council's Constitution.





5.	To ensure that elected Councillors are supported in their role and responsibilities, including, assisting with arranging Councillors induction/briefing sessions and supporting and advising Councillors with registration of interests.
6.	To maintain knowledge of relevant legislation and guidance in order to ensure that all relevant documentation and formal procedures comply with statutory requirements and to be able to implement new procedures, as necessary.
7.	To manage and take responsibility for the statutory and non-statutory appeals and hearings processes of the Council, to include school admissions appeals/Exclusion Review hearings as applicable to the service, in accordance with current regulations and codes of practice.
8.	To provide support to the Head of Democratic & Electoral Services and the Electoral Services Team in the management and operation of all elections/referenda.

Person Specification	Essential	Desirable
Education/Qualifications	Educated to A-level standard or similar.	Degree-level or equivalent relevant professional qualifications or expertise.
Experience	Experience of supporting formal committee/decision making processes or working in this nature of environment.	Experience of working in a political environment.
		Experience in the organisation and administration of national and local elections
Skills	Good IT skills including Office software such as Microsoft Word, Outlook, PowerPoint and Excel.	Working knowledge of Modern.Gov.
	Excellent written and verbal communication skills with an ability to vary style to meet the needs of the audience.	Research, reporting and project management skills.





	Ability to work under pressure whilst organising own workload and working to tight deadlines.	
	Attention to detail and accuracy.	
	An understanding of political sensitivity and impartiality.	
Knowledge	Local government and its political processes	Knowledge of guidance and processes relating to school admission appeals and exclusion reviews
	The law and practice of local authority meetings and decision-making procedures	

Purpose Details	
Service Purpose	<p>The efficient and effective management of the political decision-making process, including advice and support to Councillors, Officers and residents. It is also responsible for managing a number of statutory and non-statutory appeal and hearing processes.</p> <p>Electoral Services is a statutory function that includes maintaining an up-to-date Electoral Register and managing all statutory processes associated with the running of all elections and referenda in the Borough.</p>
Role Purpose	<ul style="list-style-type: none"> • To support the delivery of high-quality decision making, scrutiny, electoral and Councillor support functions in accordance with any statutory, policy, or financial responsibilities to ensure the appropriate and timely delivery of services. • This includes supporting the Executive and Scrutiny functions of the Council, undertaking research, providing constitutional advice or other matters pertaining to Councillors' roles. • Provide support and work closely with the Council's Electoral Services Team to facilitate the effective delivery of elections and referenda.
Corporate Parenting	<p>You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.</p>





Supervision and Relationships	
Supervision Received	This post will report to the Head of Democratic & Electoral Services
Supervision Given	Not applicable.
Contacts	The postholder will liaise with colleagues from across the Council, and work closely with elected Councillors, senior officers, external partners and liaise with members of the public and community groups.

Resources/Budget Management
Not applicable.

Special Requirements
<p>The postholder will be required to attend evening meetings, this will include committee meetings and other formal meetings.</p> <p>A willingness to travel and a requirement to undertake such duties as are reasonably expected by the line manager.</p> <p>Political Restrictions</p> <p>This post is politically restricted under the provisions of the Local Government and Housing Act 1989.</p>

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N





Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End, Ground Floor Office

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A





Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)
------------------	--

Re-checks

Not applicable.

Evaluation Declaration

Date of Evaluation:	02 April 2026
Evaluated by:	Head of Democratic & Electoral Services

