STROUD DISTRICT COUNCIL
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JOB DESCRIPTION

November 2026

Designation:	**Democratic Services and Elections Manager**
Grade:	**STR7**
Hours:	**37 hours per week**
Location:	Ebley Mill, Stroud
Job Purpose:	**To support the Head of Policy, Governance and Engagement in the delivery of efficient and effective Elections and Democratic Services functions**
Responsible to:	**Head of Policy, Governance and Engagement**
Responsible for:	**x1 Senior Democratic Services & Elections Officer (Member Services), x1 Senior Democratic Services and Elections Officer (Electoral Servies) x1 Senior Executive Officer.** **Indirectly manages and responsible for up to 500 staff during canvass and elections**

KEY DUTIES

- Deputise in the absence of or when required by the Head of Policy, Governance and Engagement.
- Provide leadership to the team, coordinating and overseeing work and staff resource to ensure the effective delivery of democratic functions, service plans and objectives and performance.
- Lead and manage all aspects of the council's democratic and electoral services, to include the provision of comprehensive, effective and efficient administrative and support services to the council, its committees, Members and civic responsibilities.
- Support the delivery of all matters relating to the organisation of elections/ referenda and registration matters including publication of the electoral register.
- Act as the Council's Deputy Returning Officer when required.
- Develop strategies, plans and programmes in liaison with Members to ensure they are fully supported in their roles and lead on relevant working groups.
- Co-ordinate the administration of democratic support functions, including the maintenance of publicly accessible documents, records and registers and the management of Members' allowance scheme.
- Take responsibility for the development, preparation and presentation of reports, Forward Plan, documents and briefings for Council and committee meetings, Strategic Leadership Team, senior officers and Members.
- To be responsible for establishing and keeping informed of new developments in electoral law, procedure and best practice and development in technologies and advise the Head of Policy, Governance and Engagement of how these changes should be incorporated into the service.

- Coordinate the regular review and revision of the Constitution, Committee Processes, Civic Timetable, Member training and development programme and Member support in liaison with the Monitoring Officer.
- Lead on initiatives to maximise levels of registration and engagement in democratic processes.
- Build strong relationships with Members, officers and partners to support general public engagement in the council's affairs.
- Strive for continuous improvement and make recommendations on new approaches, adopting best practice where possible.

SKILLS AND KNOWLEDGE

- Hold an AEA or ADSO qualification or willingness to undertake and successfully complete training/certifications.
- Membership of relevant professional institute and / or management qualification
- Experience of arranging public meetings, taking minutes and advising on procedural aspects of such meetings.
- Excellent understanding of committee processes and systems and experience of supervising and coordinating the delivery of services in connection with administrative processes.
- Ability to lead and motivate staff and ensure targets are met
- An ability to set personal priorities and manage conflicting workloads when working towards objectives.
- Experience of working with the public and dealing effectively and positively with enquiries from a range of people.
- Good drafting skills within the context of the administration of public meetings.
- Excellent communication skills both verbal and written. Good IT skills and IT literacy including in-depth knowledge of elections and committee software
- Excellent interpersonal skills.
- Ability to manage own time and workload, working effectively under pressure to meet constantly changing and conflicting work demands, targets and deadlines.
- Ability to work alongside councillors in the effective development and delivery of plans, projects and programmes using effective negotiation and engagement skills.
- Adaptability and a willingness to undertake work involving a variety of tasks Must hold, or be willing to train for, an Association of Democratic Service Officers qualification or the Association of Electoral Administration Foundation Course and qualification.

COMPLEXITY AND CREATIVITY

- Operating within the complexities of a political environment and committee system, with high levels of engagement, requires the role to show confident leadership and political awareness.
- Developing and delivering creative ways of engaging local people in the democratic process.
- Research, present and implement new policies and initiatives as required.

- Developing and delivering new ways of supporting elected Members to deliver their roles and responsibilities.

JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas where advice is not normally available. This will include contentious political matters.

CONTACTS

- Elected Members of the Council including the Leader and Deputy Leader
- Officers of the Council at all levels
- Personnel from other local authorities, contractors and partner organisations
- Members of the public
- Town and Parish Councils
- Government Bodies and the Electoral Commission
- Candidates, Agents and other elected representatives

RESOURCES

- Little or no responsibility for physical or financial resources

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality, Diversity, Inclusion, Equity & Belonging policy.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- To undertake all appropriate duties required to meet the Council's safeguarding obligations according to the Children's Act (2004), Working Together to Safeguard Children Statutory Guidance (2018), the Care Act

(2014) and the Care and Support Statutory Guidance (2014), Mental Health Capacity Act (2005), and Deprivation of Liberty Standards (2007).

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.