STROUD DISTRICT COUNCIL
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PERSON SPECIFICATION

November 2026

Designation:	**Democratic Services and Elections Manager**
Grade:	**STR7**
Responsible to:	Head of Policy, Governance and Engagement
Service Area:	**Policy, Governance and Engagement**
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Educated to degree level or equivalent experience.
- Hold a AEA or ADSO qualification or willingness to undertake and successfully complete training/certifications
- Membership of relevant professional institute and / or management qualification.

EXPERIENCE

- Significant experience of working in democratic services and electoral services
- Experience of leading and driving change projects in a complex environment.
- A sound understanding of local government governance, committee processes, constitutional arrangements and relevant legislation.
- Experience of providing advice and guidance to elected members and senior officers on democratic and governance matters.
- Experience of managing and developing a team and overseeing service delivery.
- Experience of managing competing priorities and delivering services to demanding deadlines.

SKILLS & KNOWLEDGE

- Excellent written and verbal communication skills, with the ability to explain complex information clearly and confidently.
- Strong organisational and planning skills, with the ability to coordinate complex activities and manage competing demands.
- Ability to exercise sound judgment, discretion and political sensitivity.
- Ability to build effective working relationships with councillors and senior officers.
- Ability to identify opportunities to improve services and develop effective ways of working.
- Strong leadership and people management skills, with the ability to motivate, support and develop colleagues.

PERSONAL ATTRIBUTES

- Highly organised, accurate and well prepared with attention to detail.
- Resilient, able to work effectively under pressure and meet challenging deadlines with minimal supervision.
- Proactive and solutions focus.

- Flexible and adaptable, with the ability to respond positively to changing priorities.
- Professional, approachable and able to maintain confidentiality and handle sensitive information.
- Respectful, positive and professional.
- Able to motivate and empower others.
- Can work effectively as part of a team and able to build good working relationships

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

- Relevant professional qualification or membership of the Association of Democratic Services Officers or Association of Electoral Administrators.

EXPERIENCE

- Experience of managing electoral registration and the delivery of local elections.
- Knowledge or experience of committee systems
- Experience of managing executive support or providing dedicated support to senior leadership teams.

SDC VALUES & BEHAVIOURS

1. **Valuing our People**
   We expect you to genuinely value people by treating them with respect, fairness, and dignity. Show us that you are committed to fostering an inclusive work environment where everyone feels valued and empowered to contribute their unique skills and perspectives.

2. **Making a Difference**
   We are seeking individuals who are passionate about public service and have a strong sense of social responsibility. Show us your commitment to positively impacting the lives of our residents and the wider community through your work. We want candidates who are dedicated to making a positive difference and contributing to the betterment of our society.

3. **Aiming High**

We want you to demonstrate a proactive and forward-thinking mindset. Show us that you strive for excellence and continuously seek opportunities for growth and improvement. We value candidates who are willing to challenge the status quo, set ambitious goals, and pursue innovative solutions to achieve outstanding results.

4. **Being one Council**
   Collaboration, teamwork, and effective communication are essential to our success. Demonstrate your understanding of the value of working together towards shared goals. Show us that you can build positive relationships, work well in a team, and contribute to a harmonious and cohesive work environment.