



JOB DESCRIPTION

JOB TITLE: Corporate Manager Electoral Services and Land Charges

DEPARTMENT: Democratic Services

REPORTING TO: Assistant Director, Law & Governance

RESPONSIBLE FOR: Electoral Services / Land Charges

GRADE: 7

INTRODUCTION

The Corporate Manager role is intended to have an emphasis on a balanced combination of professional and technical expertise and core management skills.

All Corporate Managers will be expected to demonstrate their commitment to the values and role model the management behaviours. Corporate Managers will lead their services efficiently and effectively, and be accountable for budgets, performance and service quality as well as leading their teams to ensure they enable their staff to grow.

Individuals will be expected to take responsibility for their own continuous development, engaging in a range of activity including horizon scanning, networking, training and updating in a variety of forms/formats.

MAIN JOB PURPOSE:

1. Lead the continuing development and deployment of professional and technical expertise in a specific area, whilst actively managing an operational service through Service Delivery Team(s), keeping up to date with changes and innovations in their field and translate their knowledge and expertise into supporting innovative service delivery;
2. Collectively and corporately, work with their peer group, senior managers, teams and individuals including Councillors and partners, to integrate and transform delivery in order to improve outcomes for people and places in Babergh and Mid Suffolk;
3. Lead on key aspects of performance management – ‘the golden thread’ – managing individual and team performance to maximise and contextualise contributions;
4. Participate in the full range of organisational activity including the development of corporate strategic priorities, the interpretation and translation into service delivery and achievement of outcomes;
5. Ensure that the fundamental core activities are carried out well, teams are appropriately supported, and take pride in their core management skill.

ACCOUNTABILITIES

Corporate Managers must fulfil the following key roles and responsibilities. They will:

- a) Provide expert professional, operational and technical management advice, support and guidance to Management Team, Members, peer Corporate Managers and Service Delivery Teams;
- b) Collaborate with other Corporate Managers to ensure consistency of operational delivery;
- c) Participate fully in change management processes to ensure that initiatives achieve anticipated service improvements;
- d) Work with communities/customers to provide good support/services, often working on cross-cutting initiatives to fulfil our 'locality' role;
- e) Support the Management Team and Councillors in developing and managing external and partnership-based relationships, ensuring that the reputation of both Councils is continually enhanced;
- f) Effectively manage resources including budgets, staff, contracts, information and intelligence to ensure efficient and effective service delivery;
- g) Professionally lead the teams in a way that allows for flexibility where appropriate and enables individuals to grow and develop, reducing the level of command and control; and delegating effectively;
- h) Lead a range of projects and programmes, as discussed and defined with Assistant Directors/Management Team – these may be cross-cutting and/or service specific;
- i) Participate in the development of corporate strategic priorities and determine with Assistant Directors the specific operational activities needed to deliver strategic objectives and outcomes;
- j) Work in partnership as required, developing relationships that are in the Councils' interests and benefit communities/customers, maximising the benefits of joint and collaborative approaches – supporting both strategic and operational priorities;
- k) Be an Ambassador for the Councils, promoting Babergh and Mid Suffolk as a place, and helping to develop strong communities;
- l) Provide a comprehensive Electoral Registration service; ensuring all statutory responsibilities of the Electoral Registration Officer are fulfilled, digitization opportunities are maximised and the active promotion of democratic participation;
- m) Lead the delivery of all national and local elections, referenda and polls for which the Councils are responsible in accordance with statutory requirements;
- n) Provide leadership as the organisations 'address custodian' ensuring the LLPG (Local Land Property Gazetteer) is effectively updated and maintained. Ensure an effective flow of data/information in respect of address information to other teams and ICT systems, focused on single property references;
- o) Manage a team of officers to maintain the LLPG and associated functions such as; administering Land Charges searches in the most effective and efficient way, plotting polygons to ensure high degrees of accuracy used across multiple databases and liaising with external and internal stakeholders to maintain accurate data for example SRP & Royal Mail.

This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables.

Additional information

Does this job require a DBS check? No

This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.

The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the jobholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office.

This is not a comprehensive definition of the post. Jobholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the jobholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications and competencies required to undertake the role effectively.

REQUIREMENTS The jobholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Educated to degree standard or with a comparable level of experience	A/I
Management qualification e.g. DMS or equivalent managerial experience	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Evidence of professional/technical expertise in at least one service they will be managing and having directly and effectively contributed technical and/or professional expertise to a significant initiative or project	A/I/T/P
Experience of successful partnership and/or collaborative working incorporating a range of organisations which may include the statutory, voluntary and community sectors	A/I
Experience of effective project management incorporating multiple partners	I/P
Experience of managing a range of resources including IT, budgets and funding streams	A/I

Demonstrable experience of performance management in a range of settings, may be supplemented by commissioning experience/expertise	A/I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Excellent and adaptive communication skills including experience of negotiating and influencing	A/I
Overt commitment to openness, inclusiveness and integrity evidenced in a range of working environments where highly effective working relationships have been built with Members, colleagues, partners and stakeholders	A/I
Politically astute, with significant previous experience of working with Elected Members in a range of local government environments	A/I
Tenacious and resourceful: can challenge with confidence, understands and can work with ambiguity	I/T/P
Can demonstrate previous success in motivating and developing teams and individuals, including evidence of effective delegation	A/I
Aptitude for commercial skills, and business acumen with a willingness to learn new approaches	A/I
PERSON SPECIFICATION: SPECIFIC	
Holds the AEA Certificate in Electoral Administration or equivalent experience	A/I
Previous experience of performing the duties of Deputy Returning Officer (full powers)	A/I
BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)	
Has a track record in continuous personal and professional development and an ability to encourage learning and development in others	I/TP
Can demonstrate a willingness to learn and take ownership for own continuous development	I/TP
Has a commitment to championing the values: Empowering, valuing and developing our people Valuing our customers Being open and honest Taking ownership Being ambitious	I/TP

EQUALITY AND DIVERSITY	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>



Our Values
...we believe in

OUR CUSTOMERS **BEING AMBITIOUS** **TAKING OWNERSHIP** **BEING OPEN and HONEST** **OUR PEOPLE**



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.