

# Head of Constitutional and Electoral Services

## About Redbridge

Redbridge is amongst the fastest growing places in the country and full of ambition for our people and communities. We are proud of the rich diversity across the borough. As home to more than 350 local voluntary and community organisations and thousands of businesses we want to build on our successes by maximising the talent and assets this offers by working smarter and faster to develop and improve the lives of all our residents. We have a range of excellent schools, affordable housing (compared to other parts of London) high quality open spaces and rapid transport connections into the heart of the city all of which offer great opportunities for people of all ages to enjoy.

As a consequence of our population increasing - both because of people living longer and because our young families are growing, this is driving more demand for adults and children's services. This change also means we need to make sure we have the best employment opportunities, and housing provision that are designed for current and future need. We want everyone to feel safe and proud to belong to our Borough and believe this is a fantastic time to be at the centre of a big team effort that will deliver our vision with and for the people of Redbridge.

All of this means we need to work as a united team, with determination and pace, to make sure our vision and plans are achieved. We have a strategic delivery plan already in place and this is underpinned by our values of **Collaboration, Honesty, Excellence and Fairness** so all the foundations are in place to build and deliver a range of solutions and outcomes that will continue to make sure Redbridge is a fantastic place to live work and play for people of all ages.

Job Title:	Head of Constitutional and Electoral Services		
Accountable To:	Director of Assurance and Monitoring Officer		
Grade:	LBR22	Salary: £89,037 - £92,538 per annum	
Direct Reports:	•	Total Staff & Budget:	N/A

## Role Purpose

- To provide **strategic leadership of all matters related to constitutional and electoral services.**
- To be the **operational lead on the delivery of the Council's decision-making processes and structures**, ensuring their operation meets best practice and maximises the use of technology.
- To hold the **statutory responsibility for the scrutiny function in accordance with the Local Democracy, Housing and Construction Act 2009.**
- To deputise for the Monitoring Officer as **Deputy Monitoring Officer** as and when the need arises
- To ensure **high quality leadership, advice and support to Members, officers, partners and residents** in order to deliver and champion an effective democratic and scrutiny function.
- To uphold the Nolan **Seven Principles of Public Life** across the Council.
- To ensure that both **internal and external communications in relation to the service are effective**, appropriate and improve and enhance the reputation of the service and the Council.
- To oversee effective **resource management**, including prioritisation, resource allocation and appropriate and controlled spending.
- To model a **culture of openness, inclusivity, learning and public service** and ensure effective teamwork and corporate working.
- To impartially engage in the **political interface and provide guidance and support for interactions between** officers and councillors, and ensure that codes, standards, protocols are in place and adhered to and that interactions are undertaken with respect.
- To oversee arrangements for effective **governance** across the organisation which reflect the very best public sector good practice.
- To support a culture of **continuous improvement**, encouraging learning and curiosity.

## Key Accountabilities

### Constitutional and Electoral Services

- To be the operational lead for effective and lawful governance in the Council, meeting best practice standards, including but not limited to:
  - Executive decision making
  - Council and committee decision making
  - Overview and scrutiny
  - Officer decision making, particularly at senior officer level
  - Access to information and transparency of council decision making
  - Joint arrangements with other councils and bodies
  - Statutory and corporate forward planning of decision making and record keeping
- To promote and embed high standards at all stages of decision making.
- **Develop, interpret, and manage the documents associated with the Council's Constitution**, including the Constitution itself, the various **Procedure Rules**, and the **Scheme of Delegation** to ensure that they meet statutory requirements, are relevant, and are up to date.
- **Provision of advice, reports and analysis** to the Executive, Scrutiny Chairs and other Councillors, the Chief Executive and senior managers and to Council bodies as required.
- To ensure the provision of high quality and appropriate administrative support services to Elected Members.

### Corporate working

- **Brief and advise, as required, Elected Members, the Chief Executive, Executive Directors and other senior officers**, as appropriate.

### Politics and political interface

- Develop and maintain **effective working relationships** with elected Members.
- Promote a **culture of political awareness** amongst officers to help translate political will into appropriate future strategies and delivery of outcomes.

### Good governance

- Work to ensure that **legal, financial, procedural** and other provisions governing the affairs of the Council, are properly observed and that appropriate action is taken to protect the best interests of the Council.
- Work to ensure that **risks** associated with Council activity are effectively mitigated, including the risk of fraud and corruption.

### Public Ethics

- Ensure that fairness is observed in **equal treatment, equal opportunity, relational equality, and equity**.

### Continuous Improvement

- Support a culture of **continuous improvement and innovation**, identifying opportunities for **income generation**, with plans for the effective implementation of **efficiency savings**.

### Other Duties

- Deputising for the Director of Assurance and Monitoring Officer during any periods of absence.
- Support the Chief Executive in relation to **emergency planning** and resilience, providing support for the co-ordination of all measures to manage an emergency affecting the Council during the response and recovery phases.
- Demonstrate commitment and support for **safeguarding** the welfare of children, young people and adults at risk.

- Ensure all duties are carried out in **compliance** with the Council's financial regulations, policies for Diversity, Equal Opportunities, Risk Assessment, Health and Safety and all relevant statutory or professional requirements.
- Perform **any other duties** imposed by law, or which the Council may reasonably require.

## Person specification

		Desirable / Essential
Qualifications:	<p>Qualified to Degree level (or equivalent experience).</p> <p>Membership of a relevant professional body</p> <p>Evidence of continuous professional development.</p>	D
Knowledge	<p>Depth of knowledge in <b>constitutional and electoral council functions</b>.</p> <p>Knowledge of <b>governance, best practice and law as it applies to local authorities, including decision making and governance</b>.</p> <p>Extensive demonstrable knowledge of <b>managing Election/ Electoral Registration Services</b>.</p> <p>The <b>statutory role of local authorities and the role of the council's core statutory officers</b> in assuring probity and propriety.</p> <p><b>National and regional policy issues</b> which relate to local government.</p> <p><b>Good governance principles</b> in the corporate and public sector, as well as internal processes of scrutiny and formal checks and balances.</p> <p><b>Local Government financial management</b>.</p> <p>An understanding of the political <b>make-up of the Council and its committees</b>, the responsibilities of councillors in their various decision-making, scrutiny and community leadership roles.</p> <p>Relevant statute, including <b>Civil Contingencies Act (2004), Social Value Act</b> and local authority responsibilities.</p> <p>Local authority <b>safeguarding duties &amp; responsibilities</b>.</p> <p><b>Health &amp; Safety</b> legislation.</p>	E
Experience	<p>Depth of senior experience in <b>constitutional and electoral council functions</b>.</p> <p>Experience of <b>building and maintaining positive relationships with internal and external stakeholders</b>.</p> <p>Depth of experience of working in a senior leadership role in the <b>planning and delivery of elections</b>.</p> <p>Experience of <b>advising and representing the Council</b> in internal and external forums.</p> <p>Substantial and consistent <b>managerial achievement</b> at senior level.</p> <p>Inclusively <b>leading, shaping and motivating a diverse team with a 'one team', can-do culture</b>.</p> <p>Effective <b>budget management</b>.</p> <p>Effective <b>performance management</b>: reported metrics of relative cost-effectiveness to comparators.</p> <p>Working successfully in <b>partnership and building strong relationships</b> with internal and external stakeholders.</p> <p>Working in and adapting to a range of <b>political environments</b>.</p>	E

	<p>Creating a <b>positive culture of learning and improvement</b>.</p> <p><b>Developing a street-level understanding</b> of a local area (its wards, districts, boundaries, and connections).</p> <p>Personal leadership in the achievement of <b>equal opportunity</b> in both employment and service delivery.</p>	
Skills and Abilities	<p>A high degree of <b>openness, honesty and personal integrity</b> with an ability to engender trust &amp; confidence amongst peers, staff, residents &amp; stakeholders.</p> <p>Ability to <b>manage calmly and with clarity of purpose</b> in highly visible and accountable circumstances.</p> <p><b>Political acumen and sensitivity</b>, with the ability to develop productive working relationships with elected members.</p> <p>Have a clear, understandable and confident <b>communication style</b> and <b>negotiation skills</b> that foster team working and improves organisational effectiveness.</p> <p>Able to <b>deescalate tensions and de-personalise conflict</b> between individuals and parties</p> <p>Able to balance <b>management grip and empowerment</b> commensurate to risk and its mitigation through internal controls.</p> <p><b>Personal resilience</b> with the capacity to cope with ambiguity, uncertainty and pressure and the ability to work under public scrutiny whilst maintaining a sense of perspective.</p> <p>Personal commitment to <b>continuous improvement and the development of others</b>.</p> <p>Ability to meet <b>tight deadlines and prioritise</b> workloads.</p>	E

## Other Considerations

### Working pattern and travel

The role will involve irregular working patterns and will require the post holder to be able and willing to work during these periods, including evenings and occasional weekends.

*\*The salary scale is inclusive and recognises the volume of work in addition to and outside the Council's normal office hours required by the post*

### Safeguarding disclosure

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and this post will ensure services are designed and delivered with due consideration of their needs.

### Special factors or constraints

This post falls within the "politically restricted" category under the Local Government and Housing Act 1989 this post is politically restricted. The detail of the restrictions are as outlined in the Statement of Main Terms and Conditions of Employment.

Maintenance of the highest standard of conduct and public confidence in their integrity.