RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	
Post Title:	Democratic Services Team Leader
Unit/Team:	Democratic and Support Services
Grade:	F
Service:	Legal and Governance
Reports to:	Democratic and Support Services Manager
Issue Date:	March 2026

PURPOSE OF THE JOB

Responsible for the day to day management of the Democratic Services team, reporting directly to the Democratic and Support Services Manager, and working routinely without the need for direct supervision.

Working with colleagues from other services to provide efficient and effective services that change and develop in line with customer and organisational needs. Providing advice and guidance on statutory legislation, the Council's Constitution as well as other procedures and protocol in relation to the governance process of the Council as necessary to Councillors and Officers.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1.1 Day to day management of the Democratic Services team ensuring effective allocation of staff to the comprehensive range of tasks needed to support the democratic process.

1.2 Ensures servicing of meetings relating to the democratic process as assigned including committees, task and finish groups and working groups. This involves the electronic preparation of agendas, reports and minutes.

1.3 Significant working knowledge of legislation relating to the Council's governance processes.

1.4 Interpretation of the Council's Constitution and statutory legislation to provide procedural advice to officers and Councillors.

1.5 To be the Lead Scrutiny Officer in the delivery of a comprehensive high quality scrutiny support service and support the operation of an effective overview and scrutiny service including providing advice to the Chair and members of the Scrutiny Committee and supporting and advising on the development of the annual scrutiny work programme.

1.6 Development and adaptation of the Council's committee management system, Mod.gov, to ensure it meets the needs of both officers and Councillors.

1.7 Engage in effective communication with those Councillors involved in the scrutiny function to identify future areas for potential investigation or inclusion on the Annual Work Programme.

1.8 To undertake research in line with any agreed scrutiny topics as directed by any Scrutiny Committee. Delivering draft findings, options, recommendations, or committee reports in a timely manner.

1.9 Undertaking work arising from meetings assigned, including correspondence, reports and liaison with officers of other departments and outside bodies in implementing decisions of meetings.

1.10 Managing the administration of the Council's Members' Training Programme.

1.11 Day to day management of the organisation of all civic, ceremonial and other events.

1.12 Work with colleagues to develop and manage effective processes within the team.

1.13 Develop effective team-working to ensure that customers receive a seamless service.

1.14 Support and encourage the continuous improvement philosophy needed to deliver ongoing organisational change.

1.15 Support and encourage an environment of accountability and empowerment of all staff.

1.16 Ensure that staff are recruited and developed to meet the key requirements of their role and the standards they need to achieve.

1.17 To support the Monitoring Officer in relation to any policy register across the Council.

2. OTHER DUTIES AND RESPONSIBILITIES

2.1 Supports and deputises for the Democratic and Support Services Manager as required.

2.2 Provides general assistance to the Democratic Services team and, as necessary, to other teams within the Council.

2.3 Exercises a high level of political awareness, balancing political and professional perspectives where necessary.

2.4 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

Direct day to day responsibility for the Democratic Services team.

4. FINANCIAL RESPONSIBILITIES

Financial authorisation of spend under democratic and civic budget up to value of £2,000.

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsible for Democratic Services team information systems including Mod.gov.

6. EXTENT OF PUBLIC CONTACT

The post holder will have contact with councillors, political group leaders of the Council, together with officers within the Council. Externally, the post holder will have contact with members of the public and officers in other local authorities.

7. WORKING CONDITIONS AND ENVIRONMENT

Office based with agile working.
The post holder is required to attend evening meetings. The post holder can choose to claim overtime for these or have time off in lieu. Occasional attendance at civic events held at weekends may be required.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection

Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder Date

PERSON SPECIFICATION

Post: Democratic Services Team Leader

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
A commitment to work within our CAN DO values	E	A, I
Significant knowledge of statutory legislation and constitutional matters with regard to the governance process in local government	E	A.I
Association of Democratic Services Officers Diploma; or similar knowledge gained through senior experience in a Democratic Services team.	E	D/A
Use of committee management software, specifically Modern.gov	D	A, I
Excellent people management skills	E	A, I
Excellent team working skills.	E	A, I
Excellent verbal communication skills to communicate in a clear, concise and diplomatic manner with councillors, officers at all levels and with members of the public.	E	A, I
Written communication skills to prepare reports and agendas for Council, Cabinet, Committees, task groups and working groups and prepare minutes of these meetings – all using Microsoft Word.	E	A
The ability to work under pressure and prioritise tasks to meet service standards and deadlines.	E	A, I
Use of initiative and the ability to work without supervision.	E	A, I
High level of political awareness.	E	A, I
Organisational, planning and administrative skills	E	A, I
Flexible approach to work. A willingness to work outside of office hours to attend evening meetings and adapt to change	E	A, I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D