

Job description

Job Title: Legislation (Guidance) Manager

Directorate: Regulation

Responsible to: Head of Legislation Strategy and Co-ordination (with dotted line to Head of Guidance)

Responsible for: n/a

Purpose

Election-related legislation is currently before the UK Parliament – including the Elections Bill – and the Welsh Senedd. With the aim of supporting and overseeing well-run elections and securing compliance and integrity about political finance and in line with the Commission’s vision, strategic objectives and plans, this post-holder is responsible for coordinating and overseeing the delivery of the the Electoral Administration Guidance function’s work in supporting governments through the passage of legislation, including secondary legislation, and delivering the complex and significant package of guidance and resources the Commission will need to provide as a result.

Main responsibilities

* Working closely with the guidance, policy and legislative strategy and co-ordination teams and others across the Commission, to co-ordinate work to respond to draft legislation and offer appropriate support and challenge to governments across the UK
* To develop detailed plans for the scoping and delivery of guidance and resources required to support electoral administrators, candidates and agents with the implementation of legislative change on the electoral process
* To work closely with the Head of Guidance, Electoral Registration Guidance Manager and Elections Guidance Manager to ensure that operational plans for the EA Guidance team are based on a clear understanding of the work and resourced to deliver the guidance and supporting resources required in response to legislative changes
* To identify and coordinate appropriate Electoral Administration input into other Commission workstreams of the legislation programme, highlighting risks and issues and leading on identifying and putting in place any necessary mitigations
* To implement a clear engagment and handling strategy for our work with internal and external stakeholders for each stage of the legislative process.
* To develop and maintain stakeholder relationships with key electoral stakeholders, representing the Commission at relevant internal and external meetings

**Additional details**

This role requires the post holder to work both autonomously and as part of a key cross-Commission programme team to deliver the Commission’s key role of supporting electoral administrators, candidates and agents to understand and implement the changes brought forward by planned legislative change across the UK. The post-holder is expected to manage the scoping, planning and delivery of the Electoral Administration guidance required to support legislative change, using their judgement to challenge and influence as appropriate, and manage our input to the programme with minimal support and is responsible for making day to day decisions

The post-holder has a great deal of responsibility for providing one of the Commission’s key deliverables for our stakeholders. There is considerable risk related to the scrutiny of legislation and the delivery of guidance, particularly due to the wide scope of planned legislative change, and the post-holder needs to be mindful of the management of this risk in all relevant activities and lead in horizon scanning and managing risks and issues accordingly.

**Key Working Relationships**

The post-holder has to build and maintain working relationships and influence a range of stakeholders, including electoral administrators, Government officials, and stakeholders in the wider electoral community such as the Association of Electoral Administrators, Election Management Board Scotland, electoral suppliers and political parties.

The post-holder will also need to establish and maintain strong working relationships with colleagues across the Commission in order to ensure the effective management of the responsibilities of the post, with particular focus on ensuring there is a strong and integrated working relationship with the EA Guidance function and devolved offices.

Person Specification

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| Competency | Requirement | Essential or  Desirable |
| 1. **Specialist knowledge and experience** | Good first degree or equivalent work experience  Experience or sound working knowledge of electoral law and practice  **Experience of managing and delivering work through formal project management methodologies**  Good understanding of UK political systems and structures and the workings of the legislative process  Significant experience of developing and maintaining good relationships with external stakeholders  Experience of delivering guidance, training or advice services  Experience of managing change  Good IT skills, able to use MS Word, Excel and internet and capacity to learn new applications | Essential  Desirable  Essential  Essential  Essential  Desirable  Desirable  Essential |
| 1. **Delivering results** | **Proven track record of successfully meeting objectives and achieving planned results to tight deadlines**  Well motivated to deliver high quality results  Experience of working within matrix-management structures to deliver successful outcomes | Essential    Essential  Desirable |
| 1. **Problem solving** | **Strong analytical and problem-solving ability** | Essential |
| 1. **Planning** | **Strong project planning and time management skills, experienced at managing multiple time pressures and delivering high quality outcomes**  **Ability to manage a broad range of cross-cutting workstreams, understanding the technical detail while focusing on the strategic issues** | Essential  Essential |
| 1. **Communication** | Strong oral and interpersonal skills, able to represent the Commission at external meetings and able to convey complex technical concepts and ideas to various audiences.  **Strong written communication skills** | Essential  Essential |
| 1. **Team working/managing relationships** | Ability to work effectively within matrix-management or programme structures, managing competing priorities  Experience working with lawyers and framing requests for legal advice, plus familiarity with legislative procedures | Essential |
| 1. **Personal effectiveness** | Excellent judgement | Essential |