

Job description

Job Title:	Legislation Manager
Directorate:	Devolution and Law
Responsible to:	Head of Legislation Strategy and Co-ordination
Responsible for:	Senior Advisor Legislation

Overview

The role provides a unique opportunity to join a small, dedicated and enthusiastic team responsible for planning, coordinating and monitoring the Commission's work to respond to primary and secondary legislation needed to implement electoral reform across the UK, Wales and Scotland.

Recent election-related legislation has been implemented for UK Government elections (the Elections Act). Large scale electoral reform is underway in Scotland and Wales for the Scottish Parliament and Senedd elections in May 2026 and local government elections in May 2027.

The UK Government has set out an ambitious reform agenda in its manifesto including votes for 16 year olds, improvements to electoral registration and strengthening political finance. We may also see reform in Northern Ireland.

This work will be supplemented by a significant volume of new secondary legislation covering a wide range of electoral policy areas.

The post holder will work closely with different teams across the Commission, and with key stakeholders, to coordinate, manage and ensure delivering of our responsibilities in relation to electoral reform. It will also help to ensure there are robust processes in place to administer our work, including risk management and appropriate quality assurance.

Main responsibilities

Accountability	%
<i>Working closely with the relevant teams across the Commission, to co-ordinate work to respond to draft legislation and offer appropriate support and challenge to governments across the UK</i>	25

<i>Use and update appropriate project management tools to ensure interdependencies, assumptions, risk and issues are captured and clearly communicated across the Commission.</i>	20
<i>To develop detailed plans for the scoping and delivery of the work the Commission will need to undertake to support electoral administrators, political parties, campaigners, candidates and agents with the implementation of legislative change on the electoral process.</i>	20
<i>To work with relevant colleagues to develop plans for our voter facing work arising from electoral reform including large-scale public awareness activity; voter facing forms and partnership work.</i>	10
<i>To implement a clear engagement and handling strategy for our work with internal and external stakeholders for each stage of the legislative process.</i>	10
<i>To develop and maintain stakeholder relationships with key electoral stakeholders to ensure that the Commission's plans, assumptions and expectations about primary and secondary legislation are communicated, and that information used to inform the Commission's plans is accurate and up-to-date.</i>	15

Role Requirements

You'll need to be organised, proactive and enthusiastic, able to manage projects and juggle conflicting requirements to deliver a wide range of outputs. You will be working collaboratively with teams across the Commission, as well as external stakeholders, to deliver initiatives that make a real difference.

This role requires the post holder to work both autonomously and as part of a key cross-Commission programme.

Person Specification

Competency	Requirement	Essential or Desirable	How to assess?
1. Specialist knowledge and experience	<p>Good first degree or equivalent work experience</p> <p>Experience or sound working knowledge of electoral law and practice</p> <p>Experience of managing and delivering work through formal project management methodologies</p> <p>Good understanding of UK political systems and structures and the workings of the legislative process</p> <p>Significant experience of developing and maintaining good relationships with external stakeholders</p> <p>Experience of managing change</p> <p>Good IT skills, able to use MS Word, Excel and internet and capacity to learn new applications</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>A</p> <p>A+I</p> <p>A+I</p> <p>A+I</p> <p>A+I</p> <p>A+I</p> <p>A+I</p> <p>A</p>
2. Delivering results	<p>Proven track record of successfully meeting objectives and achieving planned results to tight deadlines</p> <p>Well motivated to deliver high quality results</p> <p>Experience of working within matrix-management structures to deliver successful outcomes</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>A + I</p> <p>A</p> <p>A+I</p>
3. Problem solving	<p>Strong analytical and problem-solving ability</p>	<p>Essential</p>	<p>A+I+T</p>
4. Planning	<p>Strong project planning and time management skills, experienced at managing multiple time pressures and delivering high quality outcomes</p> <p>Ability to manage a broad range of cross-cutting workstreams, understanding the technical detail while focusing on the strategic issues</p>	<p>Essential</p> <p>Essential</p>	<p>A+I+T</p> <p>I</p>

5. Communication	<p>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.</p> <p>Strong written communication skills</p>	Essential	I
		Essential	T
6. Team working/managing relationships	<p>Ability to work effectively within matrix-management or programme structures, managing competing priorities</p> <p>Experience working with lawyers and framing requests for legal advice, plus familiarity with legislative procedures</p>	Essential	A +I
		Desirable	I
7. Personal effectiveness	Excellent judgement	Essential	I

A-application and CV I-interview T-test

Job Description and Person Specification last updated: 26/03/2025 By: Head of Legislation Strategy and Coordination