



Inclusive
Ambitious
Always learning



Candidate Pack

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Director's Welcome

Dear Candidate

Thank you for your interest in our position. This is an exciting opportunity for our team to grow and we hope that you will consider joining Bracknell Forest Council and see this as a good and positive choice for your career.

The Communities Directorate covers a broad portfolio of services, which have at their heart, a real impact on our customers, be those internal or external; what we do can make a real difference.

Our Directorate's role is about making things happen, through a range of customer focused divisions, comprising of:

- Contract Services (Waste, Street Cleansing, Grounds Maintenance, Public Protection, Emergency Planning, Parking Management & Enforcement, Cremation & Burial Services and Leisure)
- Communities & Policy
- Digital, Customer Focus and ICT (digital services, customer service, libraries, ICT)
- Democratic and Registration Services (Member Services, Democratic Services, Scrutiny Services, Civil Registration and Electoral Services)
- Education Capital Programme
- Legal Services (including Borough Solicitor, the Monitoring Officer and the Data Protection Officer).

At Bracknell Forest Council we're always looking for better ways of doing things and how we can we make the most of our resources. Creating a better environment for our residents and creating a better environment for our customers and employees. These are just some of the things you could be looking at when you join us. You're going to have a big impact on what we do, so you'll be trusted to take ownership of your work.

In the same way that our community is diverse, we seek to be inclusive in our own teams, building a community that mirrors the communities that we serve. As the Executive Director, I am looking for people to join us, who can continue the Council's journey of innovation and bold changes; to improve what needs improving, in a way that respects our culture and our values. Our employees are motivated to have an impact on the community, and we look for individuals who are able to make this real for Bracknell Forest.

We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience, passion and customer focus to help us achieve our vision.

I hope that the information in this application pack will be useful in supporting your application.



Kevin Gibbs

Executive Director: Communities

About Bracknell Forest Council

Bracknell Forest Council is proud to be an award-winning and forward-thinking organisation that knows what it's doing and where it's going. We positively celebrate Diversity & Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted to take ownership of your own work. You will have time to immerse yourself in the community and be supported by our managers and leaders to excel in your role.

A career with us means having everything you need to build on your skills. To build better relationships and communities. This is your chance to make a lasting impact.

The Bracknell town centre regeneration in 2017 saw the successful launch of The Lexicon; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

Location

This position is based at Time Square, Market Street, Bracknell but we work flexibly. Attendance at the main office is only required as and when necessary to fulfil the role effectively – which is likely to be approximately one day per week.

Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our main offices at Time Square are 5 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than

a 30 minute drive. Bracknell Forest offer a range of flexible working initiatives to suit employee circumstances.

Values and Behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Being Bracknell Forest.

Everything we do is about creating a better legacy for our employees, our places, for everyone who lives in our communities.

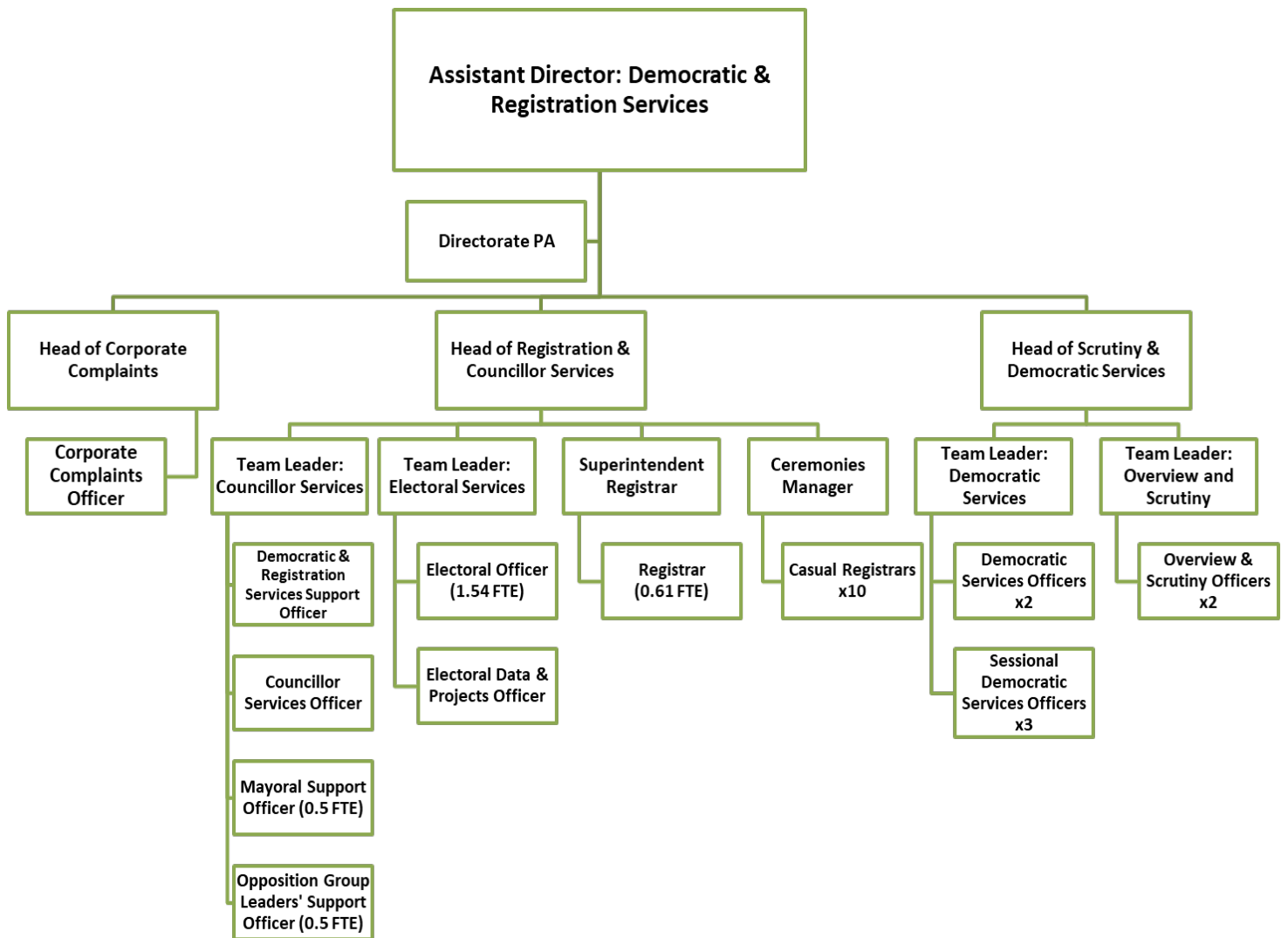
We enable our people to be part of our journey by giving them fantastic opportunities for growth, a strong sense of ownership and a huge scope for impact.



The Role

The role of Assistant Director: Democratic and Registration Services, is located in our Communities directorate within which there are six key sections: Contract Services, Digital, Customer Experience and ICT, Democratic and Registration Services, Communities & Policy, Education Capital Programme and Legal Services.

Organisation Chart



Key Deliverables (in the first 12-18 months)

- To have established a strong culture of open and honest communication.
- To have effective working relationships, service collaborations and collegiate operations.
- To have refreshed and revised the council's governance arrangements to meet the council's new ambitions for greater openness and transparency for the communities of Bracknell Forest.
- To have readied the council for the Town, Parish and borough elections in May 2027.
- To support the council in the introduction of the new strategic authority and the governance interface between the strategic authority and the borough.
- To have embedded the digital tools and approaches into the democratic administrative process.
- To do the basics well, to cover the bases and give confidence in the robustness of our infrastructure.
- To have had fun.

Budget

The role has a budgetary responsibility for budgets currently totalling £1.8m p.a. plus the budget for each election which is currently in the region of £250-300k.

Additional Information

- [Communities Directorate service plan for 2025 to 2026](#)
- [Council Plan 2023 to 2027](#)
- [Our values](#)



Job description

Job Title:	Assistant Director - Democratic and Registration Services		
Directorate:	Communities	Salary:	£88,024 – £95,071
Section:	Democratic and Registration Services	Grade:	SS2 (A-E)
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- To provide leadership and direction to each of the teams within Democratic & Registration Services to ensure that functions are delivered in accordance with statutory requirements and good practice.
- To provide specialist advice and guidance to CMT, Heads of Service and councillors in the operation of the Council's decision-making processes, relevant statutory provision and the interpretation of the Council's constitution in order to ensure strong local governance.
- To actively seek opportunities to improve service delivery and outcomes by leading and creating a working environment that enables teams to work to their full potential.

Designation of post and position within departmental structure

The postholder is responsible to the Executive Director: Communities for the overall management of the Democratic & Registration Services Division, including control of budgets and the leadership and development of staff.

The postholder is responsible to the Electoral Registration Officer and Deputy Returning Officer for the maintenance and integrity of the Electoral Register and the conduct of elections and polls.

The postholder is responsible to the General Register Office for the performance of statutory civil registration.



Daily and monthly responsibilities

- To act as the Deputy Electoral Registration Officer, overseeing the management and delivery of Electoral Registration, and as the Deputy Returning Officer for all elections and polls, ensuring that elections are delivered efficiently and lawfully, without challenge.
- To be jointly responsible, with the Executive Director of Communities (acting as Statutory Scrutiny Officer) for the statutory delivery and management of the overview and scrutiny function.
- To lead and be responsible for direct the delivery of Education Admission Appeals and Exclusion Review Panels in accordance with legislative requirements and good practice.
- To lead and be responsible for on the development of the Council's constitution and political management arrangements and ensure their effective operation. To work with the Monitoring Officer to jointly ensure arrangement provide good governance.
- To be the principal provider of specialist advice and guidance at Council/Committee meetings and working groups, and to sit on officer corporate working groups as required.
- To devise and be responsible for driving the development of innovative strategies for increasing public awareness of, and engagement in the local democratic process.
- To be the statutory "Proper Officer" for Civil Registration, responsible for the lawfulness of civil registrations within the borough, liaising with the GRO in terms of the local scheme and general develop the Registration Service, minimising fraud.
- To develop and nurture strong working relationships with key internal and external stakeholders (communities of practice, national level agencies, and regional partners).
- To lead high impact, pan-council corporate projects and programmes, using significant resources to delivery major cross departmental outcomes. To leadership to this, as Sponsor, from inception to delivery and implementation.
- To have overall and principal responsibility for ensuring that the Leader of the Council, the Mayor and councillors are supported in their roles through the provision of high-quality officer support, access to an externally accredited learning and development programme and provision of timely information.
- To provide visible and supportive leadership, empowering, motivating and developing staff, who work unsociable / non-office hours, who work across a number of physical and virtual locations, to deliver excellent outcomes.
- To participate in the management of the Communities Directorate as a member of the Departmental Management Team and to deliver relevant service objectives identified in the Council Plan.

Scope of role

Budgetary responsibility for budgets currently totalling £1.8m p.a. plus the budget for each election which is currently in the region of £250-300k.

Leading, managing and developing a division of 20 core staff, three relief Democratic Services Officers, nine Deputy Registrars and 200+ election staff.

The nature of the work undertaken is central to the corporate governance of the Council and the way the Council is perceived by residents and partners. It will impact directly on all councillors and senior officers and on external partners and members of the public. It will enable appropriate support for councillors in their various roles and ensure that decision making processes and a range of statutory duties operate effectively.

There is considerable public interface for the Registration Services function and Electoral Registration and elections. The impact on the community of the effective delivery of these services is significant.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<p>Skills and qualifications</p>	<p>Educated to graduate level</p> <p>Relevant professional or management qualification</p> <p>Evidence of continued professional development</p>	<p>Membership of the Association of Electoral Administrators</p> <p>Membership of Association of Democratic Services Officers</p>
<p>Competence Summary (Knowledge, abilities, skills, experience)</p>	<p>Experience of working in a political environment and a high level of political sensitivity and impartiality.</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Local government and its political processes. • The law and practice of local authority meetings and decision- making procedures. • Elections and Electoral Registration <p>Excellent verbal and written communication skills, including ability to present information and advice to councillors in a public forum.</p> <p>Ability to influence, persuade and build consensus around a course of action, whilst respecting conflicting concerns.</p> <p>Ability to contribute constructively to corporate management needs and to identify and implement solutions.</p> <p>Strong leadership skills.</p> <p>A good understanding of workforce issues, including HR policies and procedures, and techniques to motivate and develop staff.</p> <p>Experience, knowledge and understanding of improving and managing performance.</p>	<p>Knowledge of major issues in the external environment affecting local government.</p> <p>Knowledge of the registration of births, marriages and deaths.</p> <p>Experience of working at an election.</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
	<p>Ability to handle difficult situations with diplomacy and tact.</p> <p>Experience and understanding of general corporate financial processes.</p> <p>Ability to translate strategy into delivery.</p> <p>Ability to form effective working relationships with Directors, senior officers and external partners, and the political acumen and skills to develop productive working relationships with councillors that command respect, trust and confidence.</p> <p>Ability to draft procedures, protocols and reports of a complex nature in accessible language.</p> <p>Ability to grasp new concepts quickly and to manage conflicting demands.</p> <p>Experience of working in a political environment and a high level of political sensitivity and impartiality.</p>	
Personal Requirements	Ability to work outside normal working hours.	
Requirements	A satisfactory Basic Disclosure and Barring Service check.	
Role models and demonstrates the Council's values and behaviours	<p>Our values outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>	

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.



Working Flexibly

We understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Your work style is “Home-Flex/Hybrid”. This allows employees to work remotely for the majority of their working week. The extent, timing and location of remote working will be by agreement with the Executive Director: Communities.

Benefits

We want to offer staff the most competitive benefits for working with us. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a newly regenerated town centre, however all staff can make the most of the following:

We recognise continuous service attained through the NHS and UKHSA. As a unique benefit for staff joining Bracknell Forest Council who are currently working on NHS or UKHSA terms and conditions of service, we have an agreement whereby your continuous service will be recognised for calculating your eligibility for the following benefits: occupational maternity and paternity leave, sickness absence entitlements and annual leave entitlement.

Please note that this recognition only applies on commencement of your permanent employment at Bracknell Forest Council and will not be recognised at other organisations who are on the modification order unless they have their own arrangements in place.

Our staff can also benefit from an electric vehicle salary sacrifice scheme for an electric car at a fixed monthly cost.

Please [visit our benefit webpages](#) to find out more about our full range of staff benefits.



Buying and selling
annual leave



Shopping Vouchers



Dental Plan



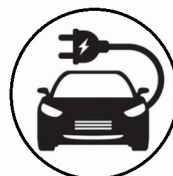
Travel Benefits



Leisure Membership



Recognition of NHS
continuous service



Electric vehicle
salary sacrifice



...and more!

Annual Leave

The annual holiday entitlement for this role is 27 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (5 additional days after 3 years continuous Local Government service).

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £81,001 to £114,800 pa contributes at 9.9%.

Car Parking

Assistant Directors are entitled to park at our Time Square car park with a charge of £25 per month. Alternatively, you can elect to park at the Braccan Walk car park (The Ring, Bracknell, RG12 1DR) which incurs a monthly charge of £5 per month.

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Salary

The salary for this role will be within the local Bracknell Grade S2, A-E, £88,024 and £95,071 per annum. The starting salary offered will depend on your experience. Entitlement will be periodically reviewed.

Learning and Development

We actively encourage all our employees to take up the wide variety of learning and development available and are currently reviewing our leadership development program for the Corporate Management Team. This post will have a key role in developing the future development programmes.

We have a blended approach to learning which can include face to face, masterclasses, eLearning, and other interventions. Our formal appraisal process assists us in identifying skills gaps and areas for personal development as well as to highlight key focus areas going forward.

Manager Forums are held quarterly at which CMT provide information and updates to managers in a private setting and facilitate discussions around key council focussed areas or potential developments. Managers are encouraged to participate and share learning at these events.



Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

Please complete the Equal Opportunities Monitoring Form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

We aim to ensure that individuals are recruited, selected, trained and promoted based on ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.

All staff should always hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

Our commitment to those with a disability

We are signed up and committed to the Disability Confident scheme. We make sure that we will not treat a disabled person any less favourably because of their disability and will offer an interview to anyone with a disability who meets the essential criteria on the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.



How to apply

Closing date for applications: Midnight, Sunday 4 May 2025

The following guidance contains important information to help with your application.

To find out more about how you will fit in and the contribution you can make, contact:

- Kevin Gibbs, Executive Director Communities
- 01344 355621
- Kevin.Gibbs@bracknell-forest.gov.uk





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More About Applying

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check.

All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period. Successful completion of probation will be dependent on completion of the Council's mandatory courses which include Equality & Diversity, Health & Safety and GDPR.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

The Assessment Process

Assistant Director roles at Bracknell Forest are member-appointments. As part of the process, you will undergo a technical interview with Bracknell Forest, if progressed, you will be invited to attend a stakeholder panel and then a final interview panel, which is a formal committee, supported by officers.





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Politically Sensitive

This post is a politically sensitive post, i.e. politically restricted under The Local Democracy, Economic Development and Construction Act 2009. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council. Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.
- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (e.g. open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview.

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

