**Chelmsford City Council – Legal and Democratic Services Manager**

1. We are grateful for your interest in this key role at Chelmsford City Council. Please tell us what motivates you to join us, why now and what experience you will bring to the role.
2. There will be significant contact with elected members in this role. Please outline where you have had to deal with a sensitive or complex issue which involved elected members? How did you resolve this and what would you do differently in future as a result?
3. As Legal and Democratic Services Manager you will be responsible for providing an efficient and effective legal service. How would you ensure that you and your team are meeting these expectations and what evidence can you provide to support this?
4. You will be managing service budgets to ensure that savings and income generation are met. Please provide examples of where you have done this in the past and what success you have had?
5. You will be managing a small elections team with at least one election a year for the next 8 years. Tell us a bit about your experience in Elections. What do you think are the most significant challenges we face in terms of Elections moving forward
6. You will be required to represent the Council at national and regional meetings with a wide range of bodies such as central and local Government, private sector and the local community for example. What experience would you be able to draw from to demonstrate your skills in this area?
7. Please describe your leadership style, providing examples which illustrate this. Part of this role will be setting a common direction for the legal team and leading them going forward. What experience in change management can you draw on that will help you do this successfully?
8. How will you give assurance to others that proper performance management arrangements are in place for the services in your portfolio?
9. Any questions you would like to ask us?