



JOB DESCRIPTION

POST: Electoral Services Officer

DEPARTMENT: Corporate Services – Electoral Services

REPORTING TO: Electoral Services Team Leader

RESPONSIBLE FOR: N/A

GRADE: 3

MAIN JOB PURPOSE:

- To support the effective delivery of Electoral Registration, elections, referendums and related democratic processes, ensuring compliance with electoral legislation, statutory guidance and council procedures.
- To maintain the accuracy and integrity of the Register of Electors through the administration of registration and annual canvass activities, responding to enquiries and providing advice to electors, elected representatives, candidates and other stakeholders.
- To assist in the planning, organisation and delivery of elections, referendums and polls, including nominations, absent voting arrangements, polling station management, staffing and count activities.
- To contribute to the continuous improvement of Electoral Services through effective use of technology, data management, performance monitoring and collaborative working across council services and with external partners.
- To support the Electoral Services Team Leader in ensuring electoral processes are delivered efficiently, accurately and to statutory deadlines, maintaining high standards of customer service and public confidence in electoral administration

DUTIES AND RESPONSIBILITIES:

The following list includes an indicative range of activities that may be provided by roles at this level. The majority of the role may require a combination of these duties, and other duties not stated which may be of a similar nature.

Providing support to the coordination and delivery of a range of electoral services - including maintaining electoral registration records and support the annual canvass, rolling registration process and associated statutory reviews, ensuring data is accurate, secure and compliant with electoral legislation.

Process applications and correspondence relating to electoral registration, absent voting, voter identification requirements and related electoral matters, providing advice and guidance to electors and stakeholders.

Assist with the preparation and delivery of key electoral activities, including local and national elections, referendums and polls, including the production and publication of statutory notices, poll cards, postal voting documentation and other election materials and helping to ensure key tasks and deadlines are met.

Support the booking, preparation and management of polling stations and count venues, including the distribution, collection and storage of election equipment and materials.

Support the issue, receipt, verification and opening of postal votes in accordance with legislation and approved procedures.

Assist with the verification and counting of votes, declaration of results and completion of post-election processes and statutory records.

Assist Senior Electoral Services Officers in the recruitment, training, allocation and support of temporary election staff, including canvassers, presiding officers, poll clerks and count staff, ensuring they are appropriately briefed and equipped to undertake their duties.

Assist in the maintenance of the election and registration databases, ensuring the accuracy, integrity, confidentiality and security of data and records.

Produce reports, statistics and electorate information to support service planning, performance monitoring, boundary reviews and statutory returns.

Contribute to electoral reviews, polling district and polling place reviews, and boundary review activities through the provision and analysis of electorate data and operational information.

Support budget monitoring and the processing of election-related expenditure, supplier payments and staffing payments, assisting in the preparation of election accounts and financial returns.

Ensure election documents and records are retained, accessed and disposed of in accordance with statutory requirements, corporate retention schedules and data protection legislation.

Work collaboratively with colleagues, partner organisations, suppliers and external agencies to improve service delivery, modernise processes and promote effective customer service and self-service opportunities.

Undertake any other duties commensurate with the grade and responsibilities of the post.

Additional information

- a) Does this job require a DBS check? ~~Yes~~/No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. ~~Yes~~/No
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. ~~Yes~~/No

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
a) NVQ 3/A level or equivalent knowledge gained through experience.	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
a) Knowledge of electoral law and/or electoral procedures.	A/I
b) Ability to analyse and interpret varied situations and problems and develop solutions to problems / issues.	I/TP
c) Good communication skills to exchange orally and in writing information with a range of audiences.	A/I
d) Ability to use basic persuasion, negotiation and training skills	A/I
e) General keyboard skills	A/TP
f) Knowledge of Microsoft Office products.	A/TP
g) Ability to use transferable skills and develops new skills as necessary to provide a flexible resource to meet corporate priorities.	A/TP
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
a) Ability to work within general procedures where there is freedom to organise own workload.	A/I
b) Ability to use initiative to respond independently to unexpected problems and situations.	I/TP
c) Ability to work proactively and collaboratively in projects teams from across the services.	A/I
d) Demonstrates a flexible approach to work in terms of being prepared to pick up work outside of own specialism.	I/TP
e) Willing to use transferable skills, and develops new skills as necessary to provide a flexible resource to meet corporate priorities	I/TP
f) Available for unsociable and extended hours within timetable election periods.	A/I
OUR BEHAVIOUR'S	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP

Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I

