

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Elections Assistant

Electoral Services & Democratic Services, Corporate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

To contribute to the provision of an effective electoral service that complies with legal requirements. This will include the provision of an electoral registration service and the organisation of all types of elections and referenda as well as the promotion of participation in the democratic process.

## **Accountable to:**

This role is accountable to the Electoral Services Manager, responsible for the direct line management of 7 Electoral Services Offices, who reports to the Head of Democratic and Elections. The role sits within Legal and Democratic Services, part of the Corporate Services Directorate in West Northamptonshire Council.

## **Responsibilities:**

- 1.1 To provide high-level administrative support to the service and to carry out the necessary administrative arrangements in relation to all types of electoral activities including:
  - 1.1.1 Parliamentary, Police, Fire & Crime Commissioner, Local Government (including District and Parish) elections and referenda;
  - 1.1.2 The preparation and publication of the Register of Electors for the district of West Northamptonshire;
  - 1.1.3 The registration of European Union Citizens, Overseas Electors, Service Voters and electors with local connections.
- 1.2 To assist as part of the Management team at all counts for the above elections or referenda to ensure they are carried out within the legislation.
- 1.3 Provide administrative support in relation to boundary or community governance reviews or similar to ensure that they are delivered in accordance with legal obligations and quality standards.
- 1.4 Provide administrative support in relation to the rolling canvass and the annual canvass to ensure that the Electoral Register is up to date, accurate and maximises voter registration.
- 1.5 To assist in processing all monthly inclusions and deletions to be included on/removed from the register of electors under the Individual Registration System. Sending copies to the relevant Authorities details of the updates. To use appropriate specialist software to input and update Electoral Registration and Election Management records.
- 1.6 To assist in the implementation of any new computerised and manual systems and methods introduced into the electoral services section and ensure that records are maintained accurately and data is transferred securely as required.

To implement under supervision of the Electoral Services Manager electoral legislation.

- 1.4 To assist with office management including filing systems, all equipment including election equipment is catalogued and operational. Arrange repair and /or replacement of damaged equipment.
- 1.5 Carry out rigorous stock takes to ensure that all stationery and equipment is available in connection with elections and electoral registration.
- 1.6 Carry out day to day correspondence and communication with public enquiries, both by telephone and in person from members of the public and other stakeholders only reporting to the Electoral Services Manager on matters of policy or complex legislation.
- 1.7 In carrying out the duties of the post, you must have regard to the Council's Customer Service Policy and Guidelines.
- 1.8 To ensure that reasonable care is taken at all times for health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the Council.
- 1.9 Such other duties and responsibilities as may be determined from time to time within the scope of the job purpose, the title of the post and its grading. This includes working across the Democratic and Elections Team
- 1.10 To carry out any duties which fall within the broad spirit, scope, levels and purpose of this job description.
- 1.11 To ensure reasonable care is taken at all times for the health, safety and welfare of yourself and others and to comply with policies and procedures relating to health and safety within the Council.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

This job entails the following demands:

- The job during the annual canvass. This requires working additional hours in order to achieve legislative timetable.
- During election or referenda periods there is a requirement to work additional hours (many of which are out of normal office hours) to ensure the legislative timetables are complied with.

- The administration of the count may require long unsocial hours and may require working through the night.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Able to use word processing, spreadsheet and database applications. Experience of using software to analyse data and run reports.	Essential	A, T, I
Ability to work effectively and accurately under pressure to tight deadlines during key periods.	Essential	A, T, I
A high degree of flexibility with the ability to organise, prioritise for a demanding workload.	Essential	A, T, I
Ability to communicate and deal with a wide range of people diplomatically in a mature and sympathetic way.	Essential	A, T, I
Able to work flexibly including working outside normal hours at busy periods.	Essential	A, T, I
Able to work as part of a team.	Essential	A, T, I
Able adapt to a variety of tasks.	Essential	A, T, I
Basic understanding of electoral registration and elections	Desirable	A, T, I
Have own transport available for business use and have a driving licence	Desirable	A, T, I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Have a basic knowledge of how elections work in the UK	Desirable	A, T, I, D

Relevant experience:	Essential / Desirable	Measured by
Experience of working in an office environment and responding to competing demands.	Essential	A, T, I, D
Experience of working in a customer facing environment and providing advice and guidance to customers.	Essential	A, T, I, D
Experience of working as a member of a small team, in a pressurised environment	Essential	A, T, I, D
Experience of working in a complex environment involving work	Essential	A, T, I, D

requiring attention to detail and working within procedures.		
Experience of planning and managing tasks to ensure tight deadlines are met.	Essential	A, T, I, D
Appropriate understanding of data protection, security and handling of confidential information	Essential	A, T, I
Experience of working as a member of a small team, in a pressurised environment	Desirable	A, T, I, D
Experience of working within an elections team	Desirable	A, T, I, D

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to NVQ Level 2/GCSE equivalent with GCSE English (or equivalent).	Essential	A, D
Educated to NVQ Level 3/A-Level equivalent including English or Maths (or equivalent).	Desirable	A, D
Member of the Association of Electoral Administrators	Desirable	A, D
AEA Foundation in Electoral Administration (or willing to work towards)	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37 Hours	<b>Primary work base:</b>	The Guildhall
<b>Job family band:</b>	WNC Band 4	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£26516 - £28013	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Please be aware that during election periods, the role will require additional working hours outside of the normal office schedule.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

