

When potential is unlocked, talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Senior Elections Officer

Democratic and Electoral Services, Corporate Services Directorate

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 make a leading contribution to the provision of an effective elections service that complies with legal requirements. This will include leading on a range of projects to support the delivery of the electoral registration service and providing support and supervision to less senior colleagues to achieve the team's goals. To play a leading role in organising all types of elections and referenda as well as the promotion of participation in the democratic process.

Accountable to:

Accountable to the Elections Manager – Elections or the Elections Manager – Registration and Engagement. Responsible for supporting the planning and delivery of elections and associated projects. The role sits within Democratic and Elections Team, part of the Corporate Services Directorate in West Northamptonshire Council.

Responsibilities:

1. Working alongside the Elections Manager (Elections) to deliver of all types of elections and referenda in accordance with legislation including receipt of nominations, drafting and publication of notices, issue and receipt of postal votes, polling station and counting arrangements and post-election work (eg notices to candidates, parish councils etc candidates returns of expenses, payments to staff and suppliers).
2. Working alongside the Elections Manager (Registration and Engagement) to manage electoral registration and Voter ID data ensuring that Electoral Services operates efficiently and with the necessary checking of procedures for accuracy and completeness.
3. Provide expert oversight of the work of the team and professional electoral advice to the Returning Officer, Electoral Registration Officer, Head of Service, other relevant officers, elected members, candidates, agents, and the public as is necessary.
4. Provide direction and guidance to Election Officers, Electoral Canvassers and casual staff hired for the purpose of working on elections, including the planning and provision of effective and timely training, guidance and support. To assist in recruiting, training and supervising of all temporary staff employed for the canvass and other electoral registration processes.
5. To contribute and assist with the development of all relevant strategies and plans to improve and progress electoral administration including assisting with research, development, preparation and delivery of public engagement materials and events as well as electoral registration and election matters.
6. To lead on multiple areas of work in relation to election counts, including as a key part of the management team for the above elections or referenda to ensure they are carried out efficiently and in accordance with relevant legislation.
7. Manage processes in relation to boundary or community governance reviews or similar to ensure that they are delivered in accordance with statutory requirements. Analyse a range of information and data to produce recommendations for adoption by the Council or Local Government Boundary Commission for England.

8. Provide oversight of the annual canvass, including leading on the delivery of democratic participation strategies, oversight of electoral services visiting officers and management of outreach activities to ensure that the Electoral Register is up to date, accurate and that voter registration and participation is maximised. Take responsibility for projects that improve democratic engagement.
9. To use the Council's electoral management system to manage and update electoral registration and election management records. To assist in the implementation of any new or updated systems and methods and ensure that records are maintained accurately, and data is transferred securely as required.
10. To lead on the compilation, maintenance and updating of information held on the Register of Electors. Lead on the processing, checking and validation of Individual Electoral Registration, Service Voters, Overseas, Anonymous and other special category elector applications. Use appropriate specialist software to input and update Electoral Registration and Election Management records.
11. To implement electoral legislation, taking responsibility for projects within the service.
12. To manage general enquiries regarding elections and electoral registration and maintain effective working relationships with electoral stakeholders including members of the public, councillors, agents, Government departments, the Electoral Commission etc.
13. In carrying out the duties of the post, you must have regard to the Council's Customer Service Policy and Guidelines.
14. 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
15. 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 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
Ability to prioritise workloads and supervise others in prioritising their workloads and deal with conflicting demands whilst meeting tight deadlines.	Essential	A/T/I
A high degree of flexibility with the ability to work flexible hours to accommodate the requirements of the role, including working outside normal hours at busy periods.	Essential	A/T/I
Excellent interpersonal skills and ability to work with and provide advice to key stakeholders, including elected councillors and staff at all levels in the organisation.	Essential	A/T/I
Excellent communication skills, both written and verbal. Excellent numeracy and literacy skills	Essential	A/T/I
Ability to work effectively both unsupervised and as a senior member within a team, particularly during busy periods.	Essential	A/T/I
Ability to ensure that the Council, in relation to Electoral Services, operates at all times within its lawful powers and in compliance with its statutory duties.	Essential	A/T/I
Ability to ensure the necessary attention to detail of self and other team members in terms of timescales and other requirements.	Essential	A/T/I
Ability to think creatively and provide inventive solutions to overcome challenges.	Essential	A/T/I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I
Ability to travel between work locations and have own transport available for business use.	Essential	A/I
Hold a valid UK Driving Licence.	Essential	A/I

Knowledge:	Essential / Desirable	Measured by
Excellent knowledge and understanding of all aspects and functions of local government and specifically of Electoral Services.	Desirable	A/I/P/T
Good understanding of the importance and principles of data protection and GDPR legislation.	Essential	A/I
Demonstrate good knowledge of a computerised electoral management system.	Essential	A/I

Relevant experience:	Essential / Desirable	Measured by
Significant experience of supervising the work of others in a busy office environment and managing competing demands.	Essential	A/I
Experience of successfully interpreting and achieving key objectives in support of service plans in a service-orientated environment	Essential	A/I

Significant experience of working in a customer-facing environment and providing advice and guidance to customers.	Essential	A/I
Significant experience of working in a complex environment involving work requiring attention to detail and working with the law and related procedures.	Essential	A/I
At least 3 years experience of working within an elections team to deliver local, national or combined elections.	Essential	A/I
Ability to develop and sustain a culture that meets the needs of and engages with customers and staff within a safe, open and high performing working environment.	Essential	A/I
Experience of working within an elections team to deliver the annual canvass.	Desirable	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to A Level/NVQ3 or equivalent.	Essential	A/I/D
AEA Certificate or equivalent experience derived from working in electoral services.	Desirable	A/I/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.

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a local authority, other than a parish council.

Day-to-day in the role:

Hours:	37 per week	Primary work base:	One Angel Square
Job family band:	Band WNC06	Worker type:	Part-flexible
Salary range:	£34,203 – £37,067	Budget responsibility:	No direct responsibility
People management responsibility:	Task management and supervision of casually employed staff		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work 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 note this role will require you to have the ability to travel between locations and work longer hours and overtime during Election periods.

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.

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

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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.

