

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Elections Manager - Elections

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 manage the Elections functions of the Electoral Services Team and any temporary employees in respect of the elections.

To organise and conduct all local and parliamentary elections or other polls in accordance with the relevant legislation and under the overall direction of the Returning Officer and to act as Deputy Returning Officer as required.

To manage the relevant service budgets and the Returning Officer's election accounts.

The ongoing development and implementation of the public awareness strategy and measures aimed at increasing turnout at elections and participation in and promotion of civic engagement.

To provide expert advice on electoral services administration.

To act as deputy to the Head of Democratic and Elections and to assist that person in ensuring proper governance of the Council, working across the democratic and electoral functions as required.

Accountable to:

Accountable to the Head of Democratic and Electoral Services and the Returning Officer. Responsible for a number of staff within the Elections Team. Responsible for 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. Team management: Responsibility for direct reports, directing and organising their work to ensure progress is reviewed and targets achieved, ensuring team members are appropriately motivated, skilled and supported to carry out assigned tasks and achieve outcomes whilst being appraised in accordance with Council policy. To act as deputy for the Head of Democratic and Elections in relation to Electoral Services.
2. Driving the change needed to deliver the service effectively and efficiently within the context of a transitioned service and ensuring team members have the skills and knowledge to ensure that electoral services operates to the highest standards, is consistent with the law and drives opportunities to encourage and support improved ways of working.
3. To manage, on behalf of the Returning Officer, all aspects of the planning, organisation and conduct of Parliamentary, Police Fire and Crime Commissioner, Council and Parish elections and by-elections, referenda and polls.
4. To manage the recruitment, appointment, training and briefing of all casual staff necessary for the conduct of elections.
5. To respond to queries from the public, candidates, agents, politicians on electoral matters and together with the Returning Officer, to provide briefing sessions on elections to potential candidates and agents as required.
6. To contribute to initiatives to raise registration voter turnout and participation in local democracy.

7. To be aware of new changes in legislation affecting elections; to be familiar and conversant with the Representation of the People Acts and subordinate legislation and to ensure that any new procedures are implemented effectively.
8. To lead on polling place reviews and support community governance and boundary reviews.
9. To be responsible for the design, development and printing of all the statutory paperwork produced in the office for the purpose of elections, and to monitoring and implement in light of legislative and procedural updates.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
13. To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.

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.

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
A high level of interpersonal skills and ability to understand others' viewpoints.	Essential	A, T, I, P, D
Articulate, diplomatic and confident in providing advice to senior managers, candidates and politicians on electoral processes.	Essential	A/I
Be politically and tactically aware, with good negotiating and influencing skills.	Essential	A/I
Excellent report writing and minute writing skills, organisational skills and use of IT.	Essential	A/I
Evidence of organised and methodical approach to tasks. Project management skills and ability to prioritise workloads and deal with conflicting demands whilst meeting deadlines.	Essential	A/I
Ability to work flexible hours to accommodate the requirements of the role	Essential	A/I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I
Extensive experience of using and administering Civica election software system.	Desirable	A/I

Knowledge:	Essential / Desirable	Measured by
Expert knowledge of electoral law and procedures and experience of planning local, national or combined elections.	Essential	A/I/P/T
Knowledge of legislation covering community governance and boundary reviews and polling place reviews.	Essential	A/I/P/T
Understanding of the GDPR legislation affecting Elections and Electoral Registration.	Essential	A/I
Understanding of performance management regimes and ability to challenge and improve the performance of individuals.	Essential	A/I

Relevant experience:	Essential / Desirable	Measured by
Experience of producing risk and project plans for local and national elections.	Essential	A/I
Experience of managing election budgets and the preparation of accounts for the Elections Claims Unit (ECU) or other responsible body.	Essential	A/I
Extensive experience of using and administering an election software system.	Essential	A/I
Experience of working directly with elected members in a political environment.	Essential	A/I

Experience of leading and managing teams operating to tight deadlines in highly pressurised environments.	Essential	A/I
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Education, training and work qualifications:	Essential / Desirable	Measured by
Education to degree level standard or equivalent to demonstrate level of ability to meet the requirements of the post.	Essential	A/I/D
Evidence of continuous professional development.	Essential	A/I/D
Hold or working toward the AEA certificate or Diploma in Electoral Administration or equivalent experience.	Essential	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:	The Guildhall
Job family band:	Band 09	Worker type:	Part-flexible
Salary range:	£46,878 to £50,071	Budget responsibility:	£500k - £1m
People management responsibility:	Line management and task management		

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”

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.

