

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Democratic and Elections Trainee

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 support the delivery of high quality decision making, scrutiny, electoral and councillor support functions in accordance with any statutory, policy, financial, contractual or legal responsibilities.

To provide administrative support to councillors to enable them to carry out their roles effectively.

To provide support to the Elections Team and assist with the effective delivery of voter registration and the conduct of elections and referenda.

To build productive working relationships with internal and external stakeholders.

To contribute to the directorate and the organisation to deliver the Council's outcomes for its residents, customers and clients.

## **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. To provide support to the Democratic Services Team, to help ensure that the Council's formal decision making and other democratic processes operate efficiently and effectively.
2. To provide support to the Electoral Services Team in the operation of all elections/referendums, particularly during the annual canvass, the period leading up to an election and post-election.
3. Supporting the political processes of the Council, including assisting with the administrative support of Council meetings.
4. To provide administrative support to members to assist them in their roles. This includes maintaining up-to-date information on the website.
5. To work closely with colleagues within the Democratic and Elections teams to support the work of the teams as needed.
6. To support the administration of member training and induction events.
7. To maintain and update the information held in the software used by the Democratic and Elections Team (Modern.gov and Xpress).
8. To carry out the administration of petitions received either in paper format or as an e-petition.
9. To carry out such other corporate and organisational development duties as may be required from time to time.

10. To undertake such other duties as may from time to time be necessary to ensure the appropriate delivery of services to the Council, members, officers and members of the public.

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
Good written and verbal communication skills.	Essential	A, T, I, D
Organised and methodical with the ability to produce quality work to tight deadlines.	Essential	A, T, I, D
Ability to maintaining a high level of attention to detail and accuracy while working under pressure.	Essential	A, T, I, D
Ability to maintain political sensitivity and impartiality.	Essential	A, I, D
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A, I, D
<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
Good working knowledge of a range of IT applications, including Microsoft Office, Outlook and other more specialist or complex IT systems.	Essential	A, T, I, D
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 in a political environment with the ability to form effective working relationships with Members, Officers and external partners.	Desirable	A, T, I, D

Experience in the organisation and administration of national and local elections.	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

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 3	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£24758 - £25603	<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.

### T 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.

