

### JOB DESCRIPTION

#### Job title: Elections Assistant

#### Location: Electoral Services Team, Guildhall

#### Grade: DDC 05

#### Salary: £23875 – £25562

#### Directorate: Corporate

**Division: Legal & Democratic**

#### Section: Democratic & Elections

#### Team: Electoral Services

#### Responsible to: Electoral Services Manager

### JOB PURPOSE

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.

### KEY RESULT AREAS

* 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. Parliamentary, Police, Fire & Crime Commissioner, Local Government (including District and Parish) elections and referenda;
		2. The preparation and publication of the Register of Electors for the district of West Northamptonshire;
		3. The registration of European Union Citizens, Overseas Electors, Service Voters and electors with local connections.
	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.
	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.
	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.
	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.
	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. 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.
	2. Carry out rigorous stock takes to ensure that all stationery and equipment is available in connection with elections and electoral registration.
	3. 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.
	4. In carrying out the duties of the post, you must have regard to the Council’s Customer Service Policy and Guidelines.
	5. 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.
	6. 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
	7. To carry out any duties which fall within the broad spirit, scope, levels and purpose of this job description.
	8. 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.

**PEOPLE AND RESOURCES**

2.1 The jobholder is responsible for the following people and resources:

 None

### 2.2 Job-holder’s position in relation to their manager, peers and direct reports:

* The above duties are carried out under the supervision of the Electoral Services Manager and in conjunction with the Senior Electoral Services Officer
* To liaise with Electors, Councillors, Candidates, Agents, Members of Parliament, Deputy Returning Officer and senior Officers.

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### JOB DEMANDS

3. 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**

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| Requirements**(on the basis of the job description)** | **Essential (E)****or****Desirable (D)** | To be identified by: application form (AF),**interview (I),****test (T),****presentation (P)** |
| Qualifications |  |  |
| 5 GCSEs (Grade A-C) or equivalent | E | AF |
|  |  |  |
| Member of Association of Electoral Administrators (AEA) | D | AF |
| AEA Foundation in Electoral Administration (or willing to work towards) | D | AF |
|  |  |  |
| Experience  |  |  |
| Experience of working in a customer facing environment and providing advice and guidance to customers. | E | AF.I. |
| Experience of working in a complex environment involving work requiring attention to detail and working within procedures. | E | AF.I. |
| Experience of working as a member of a small team, in a pressurised environment | E | AF.I. |
| Experience of working within an elections team  | D | AF. I. |
| Knowledge/skills/abilities |  |  |
| Able to use word processing, spreadsheet and database applications. Experience of using software to analyse data and run reports. | E | AF.I. |
| Ability to work effectively and accurately under pressure to tight deadlines during key periods. | E | AF.I |
| A high degree of flexibility with the ability to organise, prioritise for a demanding workload. | E | AF.I |
| Ability to communicate and deal with a wide range of people diplomatically in a mature and sympathetic way. | E | AF.I |
| Able to work flexibly including working outside normal hours at busy periods. | E | AF.I |
| Basic understanding of electoral registration and elections | D | AF.I |
| Have own transport available for business use and have a driving licence | D | AF.I |
| Able to work as part of a team. | E | AF.I |
| Able adapt to a variety of tasks. | E | AF.I |