



## **Job Description and Person Specification**

### **Job details**

Job title: Electoral Services Officer (Registration)

Grade: BCW/ENC Grade 6 (£33,945 - £38,223)

Reports to: Head of Electoral Services

Responsible for:

Directorate and Service area: Customer & Governance – Electoral Services

### **Purpose of the job**

To provide a full range of administrative and technical support within the Electoral Services team with particular focus on the compilation and publication of the electoral register and the administration of electoral registration processes.

### **Principal responsibilities**

1. To take a lead role in making the arrangements for the accurate compilation and alteration of registers of electors in accordance with statutory provisions and local procedures including preparing for and undertaking the Annual Canvass.
2. Provide direction and guidance to Electoral Services Support Officers, Visiting Officers and Support Officer (Apprentice) to ensure the accurate inputting and processing of electoral registration data including Individual Electoral Registration, Voter ID, Absent Vote applications and the Absent Vote Signature Refresh ensuring that Electoral Services operates effectively and efficiently and with the necessary review and checking of procedures for accuracy and completeness.
3. To make the arrangements for the distribution and sale of information and data from the registers and election documents, the maintenance of records and the accounting of income generated.
4. To build and maintain relationships with internal and external stakeholders including eg service users, document recipients, councillors, parish clerks, suppliers of printing services, Royal Mail etc and establish data sharing links with over service areas to improve accuracy of the register.
5. Working alongside the Electoral Services Officer (Engagement) assist in promoting participation in the democratic process and increased turnout.
6. Working alongside the Electoral Services Officer (Elections) assist in the administration of all types of elections and referenda in accordance with legislation including receipt and checking of nominations, drafting and publication of statutory 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).
7. The preparation of statutory returns and statistics.

8. Working with colleagues in the GIS/LLPG team update and maintain the property database ensuring streets and properties are allocated to the correct place in the register.
9. To attend meetings and support projects as directed by the Head of Electoral Services and to provide day to day business administration support as required.
10. To keep abreast of changes in electoral law and practice and changes due to electoral reviews and service developments and assist in the implementation of necessary changes.
11. To assist in work on polling place and polling district reviews, other electoral reviews and reviews on service provision.
12. To assist with the procurement, design and content of all supplies and services from external providers in respect of elections and electoral registration e.g. printers, mailing house, Royal Mail etc, as required.
13. Comply with security provisions in respect of Data Protection legislation, including protocols and agreements in respect of sharing/providing information.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

### **Special features of the post**

This post may require satisfactory clearance of a Disclosure and Barring Service disclosure.

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

The postholder will be required to work additional hours during peak periods such as during elections/referenda and the annual canvass. Additional hours may include evenings, weekends, and bank holidays.

A driving licence is essential.



## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Educated to Degree Level standard or equivalent or equivalent experience</p> <p>Hold or be working towards an AEA Qualification (certificate level or above)</p> <p>Membership of the Association of Electoral Administrators</p>	Evidence of recent training or personal development
Experience and Knowledge	<p>Experience of working under pressure and meeting defined deadlines</p> <p>Experience of preparing and working to defined project/activity plans</p> <p>Experience of building and maintaining relationships with other stakeholders</p>	<p>Experience of working in elections and electoral registration.</p> <p>Knowledge of the legislation relating to the conduct of elections and electoral registration practices and procedures.</p> <p>Experience of supervising staff</p>
Ability and Skills	<p>Fluency in spoken English</p> <p>Excellent communication skills both verbal and written.</p> <p>Computer literate.</p> <p>Excellent organisation skills</p> <p>Self motivated and able to work on own initiative</p> <p>Ability to prioritise work and meet deadlines</p> <p>Problem solving skills</p>	Able to provide clear advice on matters relating to elections and electoral registration

Attributes	Essential criteria	Desirable criteria
	<p>Able to record information accurately/excellent attention to detail</p> <p>A full driving licence</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Willing to work outside of normal office hours, particularly during the annual canvass and in the run up to elections</p> <p>Willing to take annual leave to fit around the electoral services cycle of work and acceptance that leave will be restricted during Elections and when the Annual Canvass for the register of electors is taking place.</p>	