JOB PROFILE

SERVICE AREA	Support Services
JOB TITLE	Senior Electoral Services Officer
POST NUMBER	SESO
GRADE	E-F (Career Graded)
RESPONSIBLE TO	Electoral Services Manager
KEY LIAISON WITH	Carole Tatton-Bennett
JOB PURPOSE	• Assist the Electoral Services Manager to deliver an efficient electoral service which complies with electoral legislation and meets the performance standards set by the Electoral Commission for electoral registration and elections. • Provide assistance with all aspects of organising Referendums, Parliamentary, County, Borough, Parish Council and Police & Crime Commissioner Elections. • To assist in the compilation, maintenance and publication of the Register of Electors under Individual Electoral Registration, and to undertake other related administrative duties as required. • Participate in initiatives to improve levels of democracy across the Borough within the framework of service objectives, the Council's corporate objectives and policies and any legal requirements
JOB PROFILE LAST REVIEWED	2016

KEY CORPORATE ACCOUNTABILITIES	
1.	To work with colleagues to achieve service plan objectives/targets.
2.	To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs

KEY CORPORATE ACCOUNTABILITIES	
3.	To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
4.	To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5.	To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.
6.	At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

KEY SERVICE RELATED ACCOUNTABILITIES

Electoral Registration

1. To assist with the compilation, maintenance and updating of information held on the computerised Register of Electors.

2. To plan and administer the annual canvass and assist with the appointment, training and supervision of temporary staff employed for electoral registration.

3. To supervise the canvassers by following set procedures to ensure maximum elector response.

4. To data process, check and validate Individual Electoral Registration, Service, Overseas, Anonymous and other special category elector applications.

5. To assist with the administration of postal vote applications and refresh exercise using the electoral services software.

6. To follow the electoral review and objection process in accordance with electoral legislation.

7. To assist with the development, implementation and evaluation for increasing electoral participation under Individual Electoral Registration.

8. To assist with office procedures and new ideas for encouraging voter registration and engagement.

9. Maintain the list of overseas electors and European Union Citizens records and publish the statutory lists as required.

10. To maintain the electoral services property database.

11. Process alterations to the Register of Electors under 'rolling registration' provisions.

12. Support the process for absent voter's applications.

13. To assist with the annual postal vote review.

Elections

1. Preparation of public notices for parish council vacancies.

2. To assist with the arrangements for booking polling stations.

3. To assist with the preparation and development of election documents, including nomination and count procedures.

4. To assist with the development and awareness for increasing electorate turnout.

5. To appoint and train election staff in accordance with established guidance.

6. Maintain the relevant staff records on the computer database, including the preparation of payments for election staff ready for authorisation by the Electoral Services Manager.

7. Assist with the validating of nomination papers and associated documentation.

8. To assist with the administration of absent votes including the issue, receipt verification and scanning of postal ballot papers using the electoral software system in accordance with electoral legislation.

9. To assist in the preparation of ballot boxes, including Presiding Officer packs, ballot papers and voting lists.

10. To assist with the preparation and arrangements for candidates, election agents and election staff at the count.

11. To assist with all aspects of the organisation of an election and the functionality of the count centre.

Electoral Administration - General

1. You will be expected to work towards The Association of Electoral Administrators Certificate in Electoral Administration within an agreed timeframe.

2. To maintain a current working knowledge of electoral legislation.

3. To deal with all general enquiries from electors, councillors and other interested parties regarding elections and electoral registration.

4. To be proficient in operating the electoral registration and electoral management computer system (Express) keeping up to date with the latest upgrades and highlight any document changes required.

5. To assist with the preparation of reports and consultations and provide information and general clerical administrative support to the Electoral Services Manager in respect to all duties within the electoral services department.

6. To maintain effective working relationships with electoral stakeholders including the members of the public, councillors, candidates, agents, the Cabinet Office, Electoral Commission etc.

7. To participate in the One2One performance review process and undertake any training and development in support of your role, as required.

8. Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including maintaining business continuity and during any civil emergencies.

9. The duties of the post may require the post holder to work

outside normal working hours at short notice, including weekends and bank holidays.

PERSON SPECIFICATION

JOB TITLE: Senior Electoral Services Officer

DEPARTMENT: Electoral Services

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

Method of Testing
1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion
1 = Low Importance 2 = Medium Importance 3 = High Importance

Key Competencies and Behaviours	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
• Clear written and verbal communication skills.	1-2	3
• Ability to work on own initiative.	1-2	3
• High level of attention to detail.	3	3
• Ability to work methodically and prioritise work to meet deadlines.	2	3
• Ability to direct and supervise staff.	2	2-3
• Quick and accurate keyboard literacy skills for data entry.	3	3
• Flexible and adaptable approach.	2	3
1. Special Knowledge – Essential		
• A sound working knowledge or understanding of electoral legislation.	2	2
• A good standard of secondary education to A-level standard (2 A levels or equivalent	1	2-3

Key Competencies and Behaviours	How Measured 1 - 3	Weighting of Criterion 1 - 3
qualification).		
• Competent in the use of Microsoft office to include Word. Excel and Outlook.	3	3
2. Special Knowledge – Desirable		
• To hold or be prepared to work towards The Association of Electoral Administrators Certificate in Electoral Administration within an agreed timeframe.	2	3
• Experienced in the use of electoral services software (Express).	1	2
• Previous experience in electoral services	1-2	2
• Ability to provide accurate information and guidance on electoral legislation and other aspects of the jobholder's role.	1-2	2
3. Experience - Essential		
• Ability to deal with a wide range of customers in a professional manner.	2	3
• Ability to work under pressure.	2	3
4. Other Requirements – Essential		
• Work effectively as part of a team.	2	3
• Work with colleagues to achieve service plan objectives and targets	2	3
• Operate according to the Council's core values and codes of behaviour.	2	3
• Occasional work outside normal working hours at short notice to include weekends and Bank Holidays	2	3

Key Competencies and Behaviours	How Measured 1 - 3	Weighting of Criterion 1 - 3
5. Equality – Essential		
• Follow the Council's approach to equality and diversity.	2	3
• Observe a standard of conduct which prevents discrimination.	2	3