



Role Profile

Job Title: Electoral Services Officer	Grade/ Level: M	Post Number: GO5519 v2
Directorate: Resources and Growth	Job Family: Government Operations	Date Prepared: Updated September 2020

Role reports to (Job Title):

Head of Elections and Democracy

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

1. To manage the day to day statutory functions for electoral registration across the Borough
2. To manage specific election projects and functions as delegated by the Head of Elections and Democracy
3. To provide general administrative and clerical support for elections and electoral registration and provide management for the temporary office staff and c.400 casual election staff

Key Accountabilities:

1. Provide administrative and clerical support to the Head of Elections and Democracy
2. Ensure the efficient application and operation of the computerised Electoral Registration and Election Administration Systems
3. Assist the Head of Elections and Democracy with all tasks concerned with the preparation and publication of the Register of Electors
4. Maintain the Absent Voters records and publish the statutory Absent Voters Lists as and when required
5. Maintain the Overseas Electors records and publish the statutory lists as and when required
6. Assist with the rolling registration process and publish lists as required
7. Assist the Head of Elections and Democracy with all tasks concerned with the conduct of Borough, Parish, Parliamentary and PCC elections and referenda, including the preparation and payment of Election Accounts and supervise temporary clerical staff employed for electoral registration and election purposes
8. Deal with enquiries from Members of Parliament, Councillors, Officers and member of the general public relating to Electoral Registration and Elections
9. Liaise with Resources on accounts for the Electoral Team and attend such meetings as deemed necessary by the Head of Elections and Democracy
10. Deputise for the Returning Officer on specific and limited tasks

Supplementary Accountabilities:

To ensure working practices and procedures are implemented in accordance with the provisions of the Representation of the People Act 1983, Data Protection Act 1998 and Freedom of Information Act 2018.

<p>Job Scope: Number and type of jobs managed:</p> <p>Typical tasks supervised/allocated to others:</p>	<p>Job Scope: 2 Permanent staff members plus 4 to 6 temporary staff for seasonal workloads (approx. 6 months pa) Tasks supervised and allocated to others are administrative and clerical procedures Responsible for up to 400 polling staff at elections time and 35 canvassers during October and November each year Budget: Assets: £50,000 (polling equipment)</p>
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Knowledge and Experience:

- Possession of the Certificate level qualification of the Association of Electoral Administrators and at least two years experience of electoral administration
- HNC Business Studies or equivalent
- At least two years experience using Microsoft Office - Word, Excel, PowerPoint and Outlook
- Assisting with the completion of at least one set of Election Accounts in the last five years
- A flexible approach to working arrangements to enable unsocial hours working as and when required

Decision Making:

- The postholder will make decisions on working practices and procedures to implement statutory procedures.
- The postholder will make and implement decisions that will be legally binding on the Electoral Registration and Returning Officer and which can be challenged in court
- Making decisions that do not comply with the law could result in criminal prosecution of the postholder and could impact on the legality of the Council's decision making process over a period of up to a year or beyond if Members of the Council are elected illegally requiring judicial procedures to be implemented to correct the situation

Contacts and Relationships:

- Communication will include writing letters, reports and evaluating data and creating processes for the implementation of statutory procedures.
- Verbal communication will include giving advice and presenting information and participation in meetings to express opinions on processes and procedures
- Personal contacts will include regular contacts with members of the public, staff in other departments and the Departmental Director. There will also be regular contact with Members of the Council, Government Officials and at times Members of the UK and European Parliaments.

Creativity and Innovation:

The job will involve creating processes for the implementation of statutory procedures. This will involve challenging current working practices and creating new procedures and working practices.

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: