

JOB DESCRIPTION



POST TITLE: ELECTORAL SERVICES OFFICER

POST NUMBER: DE02

GRADE: E

RESPONSIBLE TO: ELECTORAL SERVICES MANAGER

RESPONSIBLE FOR: Assisting with the preparation of the electoral register and other electoral registration and election procedures.

LIAISON WITH: Staff within other council departments, electoral services staff in other local authorities, credit reference agencies, political parties, district councillors, parish clerks, government departments, the Electoral Commission, the Association of Electoral Administrators and other organisations as appropriate.

KEY CORPORATE ACCOUNTABILITIES:

To assist the Electoral Services Manager in the preparation, publication and monthly amendments to the electoral register for the Mid Devon.

To assist in the organisation of elections for all tiers of government, other polls and referenda.

KEY SERVICE ACCOUNTABILITIES:

1. The preparation and publication of the electoral register. This may include visits to properties to ascertain voter registration information, as required.
2. To maintain records of monthly amendments to the electoral register and ensure distribution to appropriate parties.
3. To monitor and work through work queues on the electoral registration software system and the government portal, making decisions on applications dealing with them appropriately.
4. To assess applications to register, with accompanying documentation, and cross-check other sources of information to ascertain eligibility and validate identity.
5. To process special category voters (service personnel, overseas electors, peers of the realm, British Council employees, homeless electors, anonymous electors), with accompanying attestations.
6. To set up new properties and make amendments to existing properties, matching and checking with the Local Land and Property Gazetteer to ensure the property falls within the correct electoral boundaries.
7. To assist the Electoral Services Manager in the organisation of elections as required, including parliamentary, county, district, parish, other polls and referenda. To take the lead on specific projects, such as the recruitment of polling staff, or the organisation of postal voting paperwork.

8. Maintenance of postal and proxy voter records and conducting elector identity and residency checks.
9. Risk assessments on polling stations across the district
10. To cover for the Electoral Services Manager in his/her absence.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents. When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using [the government DBS Tool](#) that this role is required to hold a **Basic DBS level check**. The basis on which this form of DBS is renewed is explained further within our DBS policy.

REQUIRED COMPETENCY LEVEL

COMPETENCY	LEVEL REQUIRED
Communication	3
Leading and Developing	2
Service Delivery	2
Working with Others	2

For further information, please refer to the information attached to the recruitment pack on core competencies.

PERSON SPECIFICATION

ELECTORAL SERVICES OFFICER



	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Association of Electoral Administrators Certificate (or a willingness to work towards) • NVQ Level 3 in Business Administration or equivalent. • Experience/ability to work with Senior Managers/Elected Members • Experience of working with the public in an advice-giving capacity 	<ul style="list-style-type: none"> • Local government experience • Three years' experience within the fields of electoral services
Knowledge and Expertise:	<ul style="list-style-type: none"> • Knowledge of electoral management IT systems (training will be given) • Sound knowledge of the legislation and regulations governing electoral registration and elections, including the electoral modernisation agenda (training will be provided) • Excellent teamwork skills • Customer Care principles • Competent in the use of MS Office and IT systems, including data analysis and interrogation of different systems 	<ul style="list-style-type: none"> • An enthusiasm for developing the use of IT systems to gain the maximum advantage from them
Skills:	<ul style="list-style-type: none"> • Ability to work within a political and local government framework and be sensitive to political issues • Ability to develop and lead a team of officers and temporary staff to complete specific tasks (e.g. teams of count staff) • Excellent administrative skills with the ability to organise a diverse workload • Excellent verbal and written communication skills • Ability to appreciate and understand changes in regulations. 	<ul style="list-style-type: none"> • Ability and willingness to innovate and manage change

	ESSENTIAL	DESIRABLE
Personal Attributes:	<ul style="list-style-type: none"> • Strong teamwork ethic • Ability to maintain confidentiality • A confident and proactive manner • Capable of prioritising and organising workload • Ability to form effective relationships with elected members and colleagues • Ability to deal politely and effectively with queries from members of the public • Ability to work accurately under pressure • Committed to equality of opportunity and understanding of diversity issues • To have an awareness of Health & Safety and Risk Management 	<ul style="list-style-type: none"> • Able to identify improvement opportunities
Special Requirements :	<ul style="list-style-type: none"> • At times of peak pressure (major elections) the post will involve work outside of normal office hours 	