****JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | **Electoral Services Administration Assistant**  | Post Number | **LS881, LS882, LS889** |
| Grade | GR04 | Service Area | Electoral Services |
| Special Conditions  | You may be required to work outside normal office hours including through the night in preparation for and during election periodsBasic DBS Check required | Additional Benefits | Casual Car User |
| Authorised by | Director of Legal & Governance  | Date | Sept 2024 |

**Job Purpose**

|  |  |
| --- | --- |
| The purpose of this role within the Council is: | To assist the Electoral Services Manager in providing an effective and efficient Elections and Electoral Registration Service.To provide general administrative support within Electoral Services. |
| Responsible for demonstrating commitment to working in line with the Councils' values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Electoral Services Manager |
| The postholder manages \supervises: | None |

|  |
| --- |
| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) |
| 1 | To manage electoral services records using the electoral registration and election management databases. |
| 2 | To assist with the administration of elections, referendum and parish polls in the district in accordance with statutory requirements. To include booking polling station venues, recruitment of temporary staff, ballot box preparations dealing with nominations and liaising with candidates. |
| 3 | To accurately process all electoral applications including Invites to Register, Cavass Forms, postal and proxy vote applications and special category voters in accordance with legislative deadlines. |
| 4 | To assist with data matching and data mining to identify potential electoral and maximise registration levels. |
| 5 | To assist with the supply registers, monthly updates, and the sale of full and open registers. |
| 6 | To liaise with parish councils in relation to notices of vacancies for parish councillors and elections/co-option to fill those vacancies. |
| 7 | To support all other areas of Electoral Services as required.  |
| 8 | To comply with all relevant Health and Safety Legislation and to pursue duties in a safe manner with regard to the health and safety of others. |
| 9 | To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities when required. |
| 10 | Any other duties consistent with the abilities of the postholder. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Educated to GCSE level A –C or demonstrate equivalent experience. | E |  |
| A basic understanding or experience of Elections and the Political system within the UK |  | D |

|  |  |  |
| --- | --- | --- |
| Experience | Essential | Desirable |
| Experience of working in an administrative role  | E |  |
| Experience within an office environment | E |  |
| Experience of providing a customer focused service. | E |  |

|  |  |  |
| --- | --- | --- |
| Skills Required | Essential | Desirable |
| Excellent I.T. skills  | E |  |
| Excellent oral and written communication skills | E |  |
| Prepared to work outside of normal hours, including through the night during elections. | E |  |
| Able and willing to work flexible hours during peak times. | E |  |
| Organisational skills |  | D |
| Time Management |  | D |
| Organisational and accuracy skills are essential |  | D |
| Ability to work to specified deadlines as an individual and also as part of a team |  | D |
| Ability to communicate effectively with Elected Members |  | D |

|  |  |  |
| --- | --- | --- |
| Behaviours | Essential | Desirable |
| A good team player including abilities to ensure co-ordination between other members of the service | E |  |
| Flexible/adaptable |  | D |
| Aptitude for variety and frequent changes of task and urgency levels |  | D |
| Willingness to undertake a course of study leading to the qualification of the Certificate of Electoral Administration |  | D |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.