



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Electoral Services Officer	<b>Job Number:</b> (Official use ONLY)	
<b>Department / Service:</b>	Democracy	<b>Main location:</b> (i.e. where primarily based)	Council Offices, Farnborough Road, Farnborough GU14 7JU
<b>Hours of Work:</b>	Full-time 37 hours per week – proposals for part-time hours also considered.  Permanent Role  Flexibility for home working	<b>Post Restrictions:</b> (e.g. politically restricted and/or sensitive)	Politically Restricted Post
<b>Grade &amp; Salary Band:</b> (where appropriate)	Grade 5 £38,223 to £44,428 per year	<b>Regulated Activity:</b> (i.e. DBS check required)	No

<b>Job Purpose:</b> (i.e. Context & summary of why the role exists)	<p>1) To provide an essential role in the planning and delivery of local and national elections.</p> <p>2) To have day-to-day responsibility for electoral services, and for ensuring that the electoral register is up to date and accurate to reflect all statutory requirements, including all arrangements for postal, proxy, overseas and EU citizen voter registration and in accordance with the latest provisions of the Elections Act 2022. Also, to lead the preparation and administration of the annual canvass of electors.</p>
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## Main Accountabilities/Responsibilities

1	Day-to-Day responsibility for managing the electoral register including the preparation and publication of the annual register of electors, ensuring monthly updates and activities throughout the year to ensure that the Council's electoral register is up to date and accurate including new registrations, changes to the Register, responding to customer correspondence and telephone calls to the Elections Office
2	Lead responsibility for the Elections Management System – Xpress
3	Planning and implementation of the Annual Canvass of Electors which takes place during June to December each year
4	Responsibility for the annual postal vote/absent voters signature refresh

5	A vital role in supporting the planning, organisation and delivery of Borough, County, Parliamentary and Police and Crime Commissioner Elections on behalf of the Returning Officer/Deputy Returning Officer.
6	To provide day-to day supervision and training support to the Elections and Administration Officer and advise other administrators in the Team supporting electoral registration and elections.
7	Support for periodic reviews of polling districts and places
8	A shared responsibility for postal vote arrangements for Elections, and co-ordinating arrangements for postal vote opening.
9	A shared responsibility for supporting the planning and arrangements for The Election Count following polling.
10	A shared responsibility to maintain up-to-date information related to Elections and Electoral Registration on the Council's website
11	To support the delivery of initiatives which encourage the engagement of local people in the democratic process and increase voter participation
12	To carry out business plan monitoring on elections activities, support the development of local measures to improve efficiencies in electoral processes, and maintain up to date knowledge and skills via the Association of Electoral Administrators
13	To contribute to the Democracy Team's wider responsibilities and Service Plan objectives as required.

## Other Responsibilities/Accountabilities

1	Actively promote and model the council's desired behaviours.
2	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
3	Safeguard and promote the welfare of children and vulnerable adults and ensure all staff understand and work within the Safeguarding policies of the council.
4	Undertake any other duties that are commensurate with the requirements of the post.

## Staff Reports & Responsibilities

Reports		Title(s) or staff number	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to		Corporate Manager – Democracy	CM	Appraisals/responsibilities
Responsible for		Elections and Administration Officer	G4	Demonstration of activities/advice

## PERSON SPECIFICATION

### Education, Training and Qualifications

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
A-Levels or equivalent level of study with strong skills in written and spoken English	E	A
AEA Certificate or Diploma or evidence of previous Electoral Services experience gained in a local authority over a period of five years or more.	E	A

### Knowledge

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Knowledge of electoral registration functions, including the annual canvass of electors and knowledge of the procedures for running Elections	E	A/I
Knowledge of the legislative framework for Elections and Electoral Registration and new law introduced under the Elections Act 2022 including Voter ID in polling stations, absent voters, overseas voters etc..	E	A/I

Practical knowledge of using an electoral management system e.g. Xpress	E	A/I
Knowledge of funding arrangements for County, Parliamentary and PCC Elections and Elections claims processes.	E	A/I
Knowledge of Microsoft Office – Outlook, Word, PowerPoint, and spreadsheets	E	A/T
GDPR Requirements for managing personal data and protecting data on the Electoral Register	E	A/I
How Councils and Local Government Decision-Making works	D	A/I

## Experience

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Experience of working in elections and electoral registration in local government for five years or evidence of electoral services experience together with qualifications from the Association of Electoral Administrators	E	A/I
Experience of community engagement or working with community groups	D	A/I
Experience of delivering presentations or training to groups	D	A/I
Use of Microsoft Teams for meetings	D	A/I

## Skills and Abilities

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Excellent communication skills, including written and spoken English, to convey electoral requirements to all customers of the service	E	A/I/T
Excellent attention to detail when working with large quantities of data to maintain and compile an accurate and complete register of electors	E	A/I/T

Excellent customer care skills to deal with day-to day phone enquiries/email contact from the public and a range of internal and external customers. A professional, friendly, and polite manner	E	A/I
Planning and organising work effectively to meet prescribed timescales and statutory deadlines	E	A/I
Personal time management and self-organisation skills with an ability to prioritise own work, manage competing demands and work under pressure in the period leading up to Elections.	E	A/I
Ability to work within a political environment with discretion and political sensitivity	E	I
Ability to communicate, share information and co-operate effectively with others in a Team environment	E	A/I
Enthusiasm for new challenges and for personal development in the role.	E	I

## Any other requirements

e.g. working evenings and weekends, full driving licence/own car	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Willing to work towards qualifications in Electoral Administration with the Association of Electoral Administrators if appropriate.	E	I
To be available to work additional and unsociable hours under the pressure of time limits and statutory deadlines in the run up to an election, and on Election Days. During the pre-election period there will be a requirement to be office based in Farnborough.	E	I
Able to model the Rushmoor Behaviours	E	I
Driving Licence	D	I
Availability for evening meetings or very occasional events at the weekend	E	I

## Structure chart – Democracy Team

