

MODERN APPRENTICE (ELECTORAL SERVICES)			
Reference No.	P0073124	Type	Individual
Service	Legal & Democratic Services		
Job Family	Admin and Clerical 2	Grade	FC3 (50% in Year 1 80% in Year 2)

Purpose
The Modern Apprentice will provide effective support to the Electoral Services team in a professional manner in line with business requirements, including in the maintenance of the electoral register and delivery of elections and any necessary by-elections.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Updating Electoral Management Software system to accurately reflect electoral registration and postal/proxy vote details of all eligible electors.	<p>Educated to SCQF Level 5, including 3 Standard Grades at credit level, Intermediate 2s or and National 5s, including Maths and English.</p> <p>Ability to provide a regular and effective service (Delivering Results)</p> <p>Accuracy skills (Focus on customers)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Supporting a range of project work in association with the delivery of all planned and unplanned elections	<p>Organisational skills</p> <p>Ability to work on own initiative and to deadlines</p>	<p>✓</p>	
Assisting the Returning Officer in the delivery of specific election functions such as postal votes and polling duties	<p>Team working skills (Working together)</p>	<p>✓</p>	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Acquiring a good understanding of legislation in connection with electoral registration	Literacy skills	✓	
Dealing with enquiries from members of the public regarding electoral registration and electoral administration.	Experience of dealing with enquiries from members of the public by telephone and face to face. Interpersonal skills	✓	✓
Data input / retrieval, documentation processing, e-mail enquiries, scanning, photocopying and a variety of related administrative procedures.	Ability to learn and use a variety of IT systems (including MS Word/Excel/Outlook and bespoke electoral management system) to maintain, input and extract data Numerical skills Time Management skills (Take ownership) An understanding of confidentiality	✓ ✓ ✓	 ✓
Supporting information and records management: such as electronic and paper filing and file management.	Ability to understand and interpret the council's structure, policies and applicable legislation	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Modern Apprentice (Specialist Tasks)				
A Modern Apprenticeship is a work-based training programme. As part of the job role the post-holder will be expected to attain an SVQ 3 (SCQF Level 6) in Business and Administration as well as undertake appropriate courses run by the Association of Electoral Administrators.		Candidates for this role must be resident in Fife and aged between 16-24 as at the start date of the role.	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Before confirming appointment: you may be required to have a PVG. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available
<ul style="list-style-type: none"> • Skills Framework • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results