Electoral Services Officer

Reference No:	A5068
Service:	Legal & Democratic Services

Job Family:	Legal/Democratic Services	Grade:	FC6

Purpose

To provide an efficient electoral administration support service in line with business requirements, the Returning Officer's and Electoral Registration Officer's statutory responsibilities and strict deadlines for all statutory elections.

To directly manage the election staff recruitment and training process of all temporary election staff.

To provide customer-focussed support with the ability to engage, advise and build effective relationships with a wide range of stakeholders.

To act as the day-to-day contact for election staff and other key stakeholders.

Establishing and maintaining key electoral administration systems.

E = Essential Criteria   D = Desirable Criteria

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
To support the Electoral Services Manager in the timely and accurate preparation and delivery of election project plans and other key duties in connection with the electoral services function including To work collaboratively with colleagues in other services and external suppliers to support the delivery of elections. To represent the Returning Officer interests at meetings necessary to bring about improved service delivery, voter satisfaction and more effective use of resources, when required. Have or be willing the acquire a good understanding of key electoral legislation and a comprehensive knowledge of guidance and local procedures in connection with electoral services and provide advice and guidance to key stakeholders, as required. To contribute to a culture of continuous improvement with on improving service delivery outcomes. Maintain and update the election staff database ensuring information held is relevant and up to date. Recruiting a team of temporary election staff ensuring the allocation of sufficient resources to each key election function and co-ordinating the training activities of appointed staff. Monitoring the work activities of these staff to ensure key targets and standards are met.	• Educated to SQF Level 7, which includes HNC or Advanced Highers or equivalent	✓	
	• Association of Electoral Administrators Certificate in Electoral Administration		✓
	• Experience of electoral administration/electoral registration		✓
	• Project management skills		✓
	• Ability to negotiate with suppliers and council services to ensure service delivery	✓	
	• Knowledge of statutory regulatory framework		✓
	• Ability to work to strict statutory deadlines	✓	
	• Ability to manage own workload with minimum supervision	✓	
	• Experience of Election Management systems		✓
	• Experience in the application and deployment of people management policies, practices and procedures.		✓
	• Understanding and experience of Health & Safety		✓

E = Essential Criteria   D = Desirable Criteria

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
Preparation of the election payroll, reviewing timesheets and other documentation to ensure all temporary staff are paid in line with agreed rates. Managing efficient and effective business systems, processes, and procedures across electoral administration. Developing solutions, where necessary, to support the delivery of an election. Using a wide variety of IT systems, including MS Word, MS Excel and the Election Management System to maintain and input and extract data, and provide statistical data and management information, as required. Assisting with a range of audits, quality assurance, statutory performance indictors and investigations in respect of the delivery of statutory elections, the implications of new and amended legislation and boundary reviews. To produce reports, as required, for the Electoral Services Manager and Returning Officer. Arranging meetings of the Elections Strategy Group, taking minutes and identifying areas to be actioned and communicated to members of the group. Ensuring compliance with data protection and information governance requirements.	• Supervisory skills		✓
	• Ability to collate, analyse and interpret key management information	✓	
	• Experience of Election Management systems		✓
	• Problem solving skills	✓	
	• Relevant IT Skills	✓	
	• Report writing skills		✓
	• Knowledge of Information Management, Data Protection, and other relevant legislation		✓

E = Essential Criteria   D = Desirable Criteria

		E	D
Requisitioning and receipting goods and services for elections in line with financial policies and procedures. To assist the Electoral Services Manager in ensuring that elections are delivered with agreed budget. Assisting with the preparation of financial accounts for each election held.	• Ability to collate, analyse and interpret key management information • Ability to maintain accurate financial records	✓ ✓	
Maintaining an inventory of all election equipment and arranging for the purchase or replenishment of key equipment, when required. Liaise with internal and external; suppliers to co-ordinate and manage delivery of election equipment.	• Ability to maintain accurate records	✓	
Setting up the election office in the run up to an election, ensuring key equipment and resources are available for the successful delivery of an election. Maintaining and updating the database of properties used for electoral purposes. Undertake site visits and carry out surveys to ensure properties meet health and safety, disability, and accessibility requirements. Ensuring compliance with appropriate Health & Safety legislation and regulation across a wide range of different properties used in the delivery of elections.	• Ability to maintain accurate records • Understanding and experience of Health & Safety • Knowledge of regulatory framework	✓	 ✓ ✓
Assisting with a range of specific administrative task and staff for the delivery of a high-quality electoral registration service, as required.	• Experience of Election Management systems • Experience in the application and deployment of people management policies, practices and procedures.		✓ ✓

E = Essential Criteria   D = Desirable Criteria

			✓
	• Understanding and experience of Health & Safety		✓
	• Supervisory skills		✓
	• Knowledge of statutory regulatory framework		✓

Undertaking all other duties as required for the role. Duties will be in line with the grade.

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:	**Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility	**E**	**D**
Job Title (Specialists Tasks)			
N/A			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	**Expected Behaviours**
• Skills Framework (if applicable) • **How** we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

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