



# Role Profile

## CANVASSER (Electoral Services)

Reference No.	AA1206	Type	Individual
Service	Democratic Services		
Job Family	Admin and Clerical 2	Grade	FCLW

### Purpose

To carry out canvass duties in relation to the Electoral Register by visiting assigned properties and carry out associated clerical duties.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

- Visiting each household within a designated area to -
- deliver and collect Household Enquiry Forms and Invitation to Register Forms
  - check that the forms are fully completed,
  - leave additional forms with guidance notes and prepaid return envelopes, where no contact can be made
  - record information about properties, e.g. if vacant or derelict.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

- Educated to SCQF level 2, which includes National 2 or Access 2 or equivalent ✓
- Customer Service skills (Focus on customers – See 'How We Work Matters' Framework) ✓
- Ability to provide regular and effective service ✓
- Ability to work to deadlines (Deliver results) ✓
- Ability to work in arduous conditions ✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Ability to work on your own with minimum supervision (Take ownership)	✓	
	Rational and methodical approach to work	✓	
Attending the ERO office in person at regular intervals as directed to deliver completed Household Enquiry Forms and Invitation to Register Forms and to report back on any problems encountered.			
Advising members of the public on the completion of Household Enquiry Forms and Individual Registration Forms. including need for National Insurance numbers and dates of birth.	Experience of electoral registration procedures or electoral registration canvassing		✓
Working co-operatively with colleagues within electoral registration and across the wider organisation.	Ability to work as part of a team (Work together)	✓	
Ensuring compliance with appropriate Health and Safety legislation and regulation.	Understanding of health and safety requirements Manual Handling Awareness (Embrace technology and information)		✓
Complying with information governance requirements to ensure that confidentiality is respected and maintained at all times.	Experience of Data Protection and other relevant legislation		✓
To provide clerical support associated with the maintenance of the Electoral Register.	Ability to use corporate systems Experience of working in an office IT skills		✓ ✓ ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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**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 checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results