



Role Profile

Electoral Services Administrator			
Reference No:	A5571		
Service:	Legal and Democratic Services		
Job Family:	Legal/Democratic Services	Grade:	FC4

Purpose
To process registration and voting applications and assist the Electoral Registration Officer and Returning Officer with the administration and delivery of the electoral registration service and statutory 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
<p>To ensure that electoral registration and absent voting applications are processed and determined in accordance with statutory requirements and deadlines.</p> <p>To assist the ERO in the preparation, maintenance and accuracy of the Electoral Register:</p> <ul style="list-style-type: none"> • Annual Canvass • Local Data matching • Overseas registrations • Special Category Electors • Duplicate registration entries • Requesting evidence for registration purposes • Checking supporting evidence 	<p>Educated to SCQF Level 6 which includes Highers or SVQ Level 3 or equivalent or significant experience in delivering electoral services</p> <p>Knowledge of Electoral Registration and Elections law and practice</p> <p>Ability to interpret, understand and advise members of the public on relevant policy, procedures and regulations.</p> <p>Excellent IT skills – experience working with non-standard corporate systems would be desirable</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

<ul style="list-style-type: none"> • Reviewing potential applications to register • Reporting potential fraudulent applications • Working within UK Government registration portal • Updating property database/allocating properties to polling districts/wards • Removal of electors from register • Updating personal information held on register • Absent vote applications • Postal Vote Refresh exercises <p>To assist the RO in delivery of statutory elections:</p> <ul style="list-style-type: none"> • Processing registration, postal, proxy applications by statutory deadlines • Processing and issuing Voter Authority Certificates by statutory deadlines • Dealing with emergency proxy applications • Updating clerical errors on electoral register • Postal vote rejection exercises • Assisting with general election duties, as required by project plan <p>To assist the ERO and RO in ensuring that all performance measures set by the Electoral Commission are met or exceeded.</p>	<p>Attention to detail/Accuracy/Literacy</p> <p>Willingness to complete AEA – Introduction to Electoral Services course within 6 months of appointment</p> <p>Willingness to complete AEA Foundation Course and/or AEA Certificate in Electoral Administration</p> <p>Experience of working in a customer focused environment</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Data Protection – ensuring all personal information is collected, processed and stored as per Data Protection legislation.</p>	<p>Awareness of General Data Protection Regulation</p> <p>Ability to respect and maintain confidentiality</p>	<p></p> <p>✓</p>	<p>✓</p>
<p>Managing own workload by prioritising tasks to ensure all deadlines are met.</p>	<p>Team working</p> <p>Flexible approach to work</p> <p>Time management skills</p> <p>Ability to work under pressure, multi-task and meet agreed statutory deadlines</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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	
<p>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.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>