

JOB DESCRIPTION



DIRECTORATE	Chief Executive
SERVICE	Corporate Core
POST NUMBER	TBC
POST TITLE	Electoral Services Support Officer
POST GRADE	Local Salary Scale S3
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Electoral Services Manager
RESPONSIBLE FOR	N/A
JOB PURPOSE	To undertake administrative duties associated with electoral registration and the conduct of elections, referendums, parish polls and electoral reviews

MAIN AREAS OF WORK	
1	Provide administrative support including utilising electoral management software for the purpose of inputting and processing data
2	Liaise with customers by telephone, in writing and face to face in a clear and concise manner and ensuring good customer care
3	<p>a) Support the delivery of an annual canvass of households within the district, in order that an accurate and up to date register of electors is published each year</p> <p>b) Assist with compiling and maintaining the register throughout the year, including processing applications to register to vote</p> <p>c) As far as possible, ensure that the register only contains eligible electors by inspecting records and conducting registration reviews where necessary</p>
4	<p>a) Produce and supply copies of the register of electors and associated documents to specified individuals and organisations. Maintain a record of those who are eligible to receive the register, ensuring that information is not provided unlawfully</p> <p>b) Supervise public inspection of the electoral register, ensuring that restrictions on the use of the register are observed</p>
5	Assist with the production and organisation of election stationery and equipment, along with other election duties as required
6	Support the recruitment, organisation and training of temporary staff for elections and the annual canvass e.g. polling station staff, counting staff and canvassers
7	Support the delivery of a public engagement strategy, by assisting with public awareness and voter registration activities.
8	Liaise with other Services within Rother District Council, outside organisations and key stakeholders
9	Ensure that the principles and legal requirements of the Data Protection Act are fully adhered to in all aspects of work carried out

1 0	When required and as part of flexible working, to work within other Services and Directorates in support of the Council's overall objectives and projects
1 1	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
1 2	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION



POST TITLE	Electoral Services Support Officer	
DIRECTORATE	Chief Executive	
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	Essential	Desirable
Qualifications		
Good level of general education (GCSE level minimum)	X	
Experience		
Experience in a local government or office environment	X	
Experience in electoral administration, including the use of an electoral management system		X
Skills and Abilities		
Good organisational skills	X	
Good communication skills, including the ability to communicate effectively with both colleagues and members of the public	X	
Proficient in the use of Microsoft Office, including Word and Excel	X	
Work confidently and accurately with attention to detail	X	
Work under pressure and multi-task, including dealing with unforeseen and urgent demands	X	
Work as part of a team	X	
Work flexibly, including some out of hours work (particularly during the election period)	X	
Adapt quickly and adopt a proactive approach to learning new knowledge and skills	X	
Maintain confidentiality when processing sensitive information	X	
Training		
Ongoing training in Microsoft Office and IT administrative systems	X	
Willingness to undertake ongoing professional development	X	
Knowledge		
Data analysis		X
Website administration		X

July 2022