



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

JOB TITLE:	Electoral Assistant		
GRADE:	G3	SERVICE AREA:	Electoral Services
JOB CODE:			
REPORTS TO:	Electoral Services Manager	LOCATION:	Council House
SPECIAL CONDITIONS:	<p>Ability to work outside normal office hours as required during busy periods, subject to prior agreement where possible.</p> <p>Willing to take annual leave to fit around the electoral services cycle of work and acceptance that leave is restricted during election periods (usually April/May).</p> <p>Ability to lift and carry weights up to 20kg.</p> <p>Post holder should be willing to undertake the Foundation Course in Electoral Administration or have at least three years experience.</p> <p>NOTE: This is a Politically Restricted Post</p>		

1. Main purpose of the job role:

To provide administrative support to ensure all electoral services (including electoral registration and elections) are run effectively. To contribute to the development of a culture of innovation and service excellence. To assist the Electoral Registration Officer in maximising electoral participation by all groups of people in the local community.

2. Role specific duties and accountabilities:

- Assist in the delivery of an excellent customer service within the support function in electoral services based on continuous development and exploring customer needs.
- Ensure agreed service standards are met and work towards achieving targets within the project plans and team plans.
- To support the planning and organisation of all types of election and referenda ensuring all statutory requirements and timetables are met.
- To deal with enquiries and applications for registration, as necessary, in the day-to-day functions of electoral services.
- To use the bespoke Electoral Registration and Management software system to a high standard, entering information with accuracy and precision.
- To assist in implementing initiatives aimed at maximising electoral participation and promoting voter awareness by all groups of people in the local community.

- To assist in the implementation of advice and best practice given by the Electoral Commission and other Government departments.
- To maintain postal, proxy and postal proxy voters lists and be responsible for the reissue of postal votes.
- Undertake data mining of other databases including Council Tax and tell us once in order to maintain the accuracy and completeness of the Electoral Register.
- Assist with the appointment and monitoring of canvassers.
- Assist in the supply of the Register, Street Index and monthly alteration notices to the Electoral Register.
- Assist with the receipt and processing of candidate nomination papers paying particular attention to ensure that all such documents have been completed as per legislative requirements.
- Any other duties appropriate the grade of the post which may, from time to time, be delegated to the Electoral Services Manager or the Deputy Electoral Services Manager.

Team Working

- To work co-operatively with colleagues within the values of the service and the council so as to achieve the aims, objectives, standards and targets of the post, the team and the council.
- To use personal skills, knowledge and experience to optimum effect within the limits of the post.
- To independently and effectively deal with enquiries from all sources, including telephone callers and personal visitors.
- To initiate, attend and be an active participant in working/project groups and other meetings to identify, discuss and resolve current issues.
- To inform the relevant senior staff of all matters of concern arising within the scope of the post.
- The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

Quality and Personal Development

- To maintain a good understanding of, and competence in using, the administrative systems of the team, including computer-based systems.
- To work positively and constructively with the line manager to identify strengths and agree action in relation to development needs, to set these out in a personal development plan and to review this at least annually with the line manager.
- The postholder is responsible for his/her own self development on a continuous basis and as such, will be expected to undergo suitable training.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE: Electoral Assistant		GRADE G3
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
Good administrative and organisational skills and attention to detail	A/I	3
Exercise sound judgement, particularly under pressure	I	3
Able to communicate effectively, both verbally and by writing	A/I	2
Commitment to continuously seeking service improvement	A/I	2
Have a well-reasoned and innovative approach to problem solving	I	3
Work without close supervision	I	3
Good customer service attributes	I	2
Good level of competency on and affinity for computer applications	I	3
Competent on Microsoft Windows Office applications	A	3
A good awareness of the benefits that IT can bring to the workplace	A/I	2
Positive, outgoing, good sense of humour, enthusiastic	I	3
Team player with good interpersonal skills	I	3
Hardworking and very flexible	I	3
Uses initiative well	I	2
Handles change well	I	2
Tactful, discreet and awareness of the political side of electoral matters	I	3
Methodical and analytical	I	3
Pragmatic	I	2
Learns quickly	I	2

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any			
Substantial experience in election administration or be willing to study for the Association of Electoral Administrators Foundation Course		A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
GCSE minimum 4 subjects (A-C passes)		A	
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	2
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:	Iqbal Javed	Date:	Sept 2021