

JOB DESCRIPTION

Job Title: Elections Officer	Grade: 6
Directorate: Chief Executive	Service: Legal & Governance
Post No: EO – 01	Date of Issue: January 2023
Responsible to: Elections Team Manager	
Responsible for: N/A	

Job Purpose

To assist in the delivery of all of the Council's responsibilities in respect of the delivery of elections, polls and referenda, ensuring that all those entitled to vote are able to do so.

Main Responsibilities

1. To assist in the planning and operational delivery of all elections, polls and referenda that the Council is required to deliver by undertaking tasks including (but not limited to):-
 - a) Maintaining an up-to-date electoral register and undertaking the processes of rolling registration. Complying with all requirements in respect of the publication, sharing, viewing and commercial exploitation of the same.
 - b) Assisting with the delivery of government requirements in respect of voter identification.
 - c) Assisting with the delivery of government requirements in respect of absent voters including (but not limited to) postal voters, proxy voters, emergency proxy voters and overseas voters at all times ensuring an entitlement and ability to vote.
 - d) Assisting with the necessary arrangements to ensure the timely and appropriate provision of properly staffed and equipped safe and accessible polling stations and in conducting a quadrennial polling station review.
 - e) Assisting with the timely and accurate production and distribution of all the necessary materials, equipment, forms, paperwork, guidance and stationary required to deliver successful polls including (but not limited to)

nomination papers, ballot papers, polling station materials and materials required to deliver a successful verification and count.

- f) Liaising with members of the public, officers, elected members, candidates, agents and partners, attending meetings and engagement events and delivering and receiving training as necessary.
 - g) Assisting in the recruitment of occasional staff to undertake duties including (but not limited to) the canvass, operating polling stations and count centers. To train, supervise and attend to the administrative requirements of such staff including the processing of payments.
 - h) Securely and accurately handling and processing completed forms, applications and other information and using and maintaining relevant computer applications and Information Assets in an appropriate way, ensuring compliance with data security and privacy requirements at all times.
2. Liaising with members of the public, officers, elected members, candidates, agents and partners, attending meetings and engagement events and delivering and receiving training as necessary.
 3. Maintaining stock levels of stationery and election equipment and preparing orders for replenishment ready for authorisation.
 4. Creating, maintaining and reviewing web pages relating to elections and electoral services for the council.
 5. Assisting with activities promoting participation in the electoral process and promoting democracy.
 6. Assisting with any electoral boundary or governance reviews.
 7. Taking steps to ensure up to date knowledge of all relevant legislation, guidance, best practice and innovation (and proposed changes thereto) in the sector and to:-
 - a) Assist the Team Manager to develop and implement the same.
 - b) Be a source of advice, assistance and guidance in respect of the same to other relevant personnel as required by the Team Manager
 8. Assist the Team Manager in respect of their responsibilities as the Information Asset Owner for all Information Assets held or managed by the Elections

Team, working with the Information and Solutions Team Manager to ensure that all relevant information is treated appropriately at all times in accordance with the relevant law, guidance protocols.

Special Conditions

9. The post requires a high level of flexibility and regular work outside usual office hours will be necessary in the lead up to and when conducting elections, polls and referenda.
10. Whilst this is not a politically restricted post under the Local Government and Housing Act 1989, a high degree of political awareness and sensitivity is required ensure perceptions of absolute impartiality in conducting elections, polls and referenda.

Occasional Responsibilities

11. To undertake a role in relation to the Council's civil contingencies responsibilities as needed.

Service Responsibilities

12. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety Policy and Procedures as they relate to the duties and responsibilities of the post.
13. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
14. To maintain awareness of risks and incorporate these into the formal risk management process, appropriately controlling the risks inherent in your role and reporting any risk concerns to your manager.
15. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
16. To be aware of and adhere to the Council's Equal Opportunities Policy.
17. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post. To ensure that confidential and sensitive data is held securely and that personal data is obtained, processed and disclosed only in accordance with the relevant legislation, guidance and protocols.

18. To contribute to any internal and external audit programmes and be responsible for the implementation of agreed audit recommendations.
19. To be aware of and adhere to the Council's safeguarding Children and Adults at Risk of Abuse and Neglect Policy.
20. To undertake any other duties as may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the equality legislation).

Note:-

This job description is not exhaustive and provides an indication of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration.

The job description may be changed to time to meet changing circumstances and does not form part of your Contract of Employment.