

PERSON SPECIFICATION

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		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
ACADEMIC / VOCATIONAL QUALIFICATION	Minimum 3 GCSEs at grade A-C (or equivalent) including English and Maths.	✓		A/D
	Working knowledge of Microsoft Office and sector specific software applications.	✓		A/D
	A qualification in a discipline relevant to this post.		✓	A/D/I
	Ability to demonstrate continuous professional development within field.	✓		A/D/I
SPECIALIST KNOWLEDGE	Good knowledge of the legislative framework and best practice relating to al elections, polls and referenda undertaken by district councils as well as the canvass and electoral registration responsibilities.	✓		A/I
	Understanding of the boundary review process		✓	A/I
RELEVANT EXPERIENCE	Experience in a relevant electoral services role.	✓		A/D/I
	Taking the initiative in influencing and working effectively with senior officers, elected members from across the political spectrum and external partners and stakeholders to deliver an effective elections service.		✓	A/I
	Competent in the use of sector specific software applications and ICT generally and awareness of digital tools available to assist in service delivery improvements.	✓		A/I
GENERAL SKILLS AND ATTRIBUTES	Highly motivated and robust under pressure. Able to effectively plan and manage workloads and meet challenging but achievable and measurable goals, deal with competing priorities, monitor outcomes, accept and deliver constructive criticism and adjust accordingly	✓		A/I
	Excellent oral and written communication skills and listening skills. Able to communicate information clearly, accurately, positively and in a timely manner with the ability to adapt delivery style in light of the intended audience.	✓		A/I

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	Able to model a public service ethos focussed on engagement with and delivery of better outcomes to citizens, councillors and other stakeholders	✓		A/I
	Able to engage in a coaching and empathetic working style where excellent performance and behaviours are praised, shared and cultivated and sub-standard performance or behaviour is swiftly addressed in a supportive manner	✓		A/I
	Demonstrate high standards of personal and professional conduct to be a role model to others and set a trusting, supportive and empathetic culture that values and respects differences, promotes equality of opportunity, empowers and enables staff, holds them accountable, encourages feedback and the ownership, evaluation and learning from mistakes.	✓		A/I
	Ability to demonstrate day to day embodiment of corporate values	✓		A/I
	Ability to deliver on corporate expectations around the management of health & safety, risk, information governance and other similar corporate governance controls	✓		A/I

Key:

- A = Application
- I = Interview and /or Test
- D = Documentation