Northumberland County Council JOB DESCRIPTION

Post Title:	Elections	Officer	Director/Service/Sector – Democratic Services		Office Use		
Band:	7	Workplace: County Hall, Morpeth			JE ref: 352 HRMS ref:		
Responsible to: Electoral Services Manager			Date: January 2009	Manager Level:	THAVIO ICI.		
Job Purpose: Maintenance of the Register of Electors, preparation in the organisation of all elections and referendums, and the preparation of documentation in connection with boundary reviews							
Resources	Staff	Staff Supervision of the work of an Elections Assistant and administrative assistant. Recruitment, training and supervision of casual staff employed in elections and the annual canvass of electors (approximately 800)					
Finance Responsibility for handling payments, raising orders or processing invoices in respect of elections and electoral registratic Electoral Claims unit for the receipt of government grant and finalising accounts to re-charge parish councils.							
	Physical Use of dedicated elections software, corporate information systems and maintenance of polling equipment.						
	Clients	Ensure that service users comp	y with legislative requirements				
Duties and ke	v rocult oroc						

Duties and key result areas:

- 1. Manage a team of election assistants with responsibility for the provision of the full range of electoral services in either rural or urban Northumberland as allocated by the Electoral Services Manager.
- 2. Provide professional advice to service users within the designated area on elections and electoral registration matters which meet the requirements of electoral law, official guidance and professional best practice. On occasion persuading residents and candidates that a particular line must be followed due to the requirements of the law.
- 3. Maintenance of electoral registration information within the designated area (including via efficient and effective canvass and rolling registration procedures) and the provision of related information to customers to the required service standards, observing data protection, privacy and confidentiality rules and procedures.
- 4. Deal with all aspects of the organisation of all elections and referendums within the designated area, including liaising with suppliers, postal vote issue and receipt, nominations, organisation of the count, candidate expenses, the preparation and reconciliation of election accounts, retention and safe disposal of election documentation
- 5. Promote and maintain integrity within the overall service by designing and following procedures to detect and prevent electoral fraud.
- 6. Contribute to the development and delivery of the overall elections service, including assisting to increase public participation and promote democracy.
- 7. Recruit, train, deploy and supervise casual staff (including temporary office staff, canvassers, presiding officers, poll clerks and counting assistants)
- 8. Carry out periodic reviews of polling arrangements, boundary and community governance reviews as appropriate
- 9. Assist in the recruitment, selection, induction, discipline, training and development of support staff, conduct staff appraisals for allocated staff and contribute to the skills planning and workforce development processes within the service.
- 10. Adopt effective and constructive relationships with external suppliers, the Electoral Commission and central government to promote effective partnership arrangements for and so ensure the delivery of a high quality service.
- 11. Attend training and development courses as and when necessary to ensure continued awareness of legislation requirements
- 12. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements	
Physical requirements:	Predominantly sitting but occasional requirement for lifting moderate weights.
Transport requirements:	Some travel to canvass areas, polling venues, area offices throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Late working and weekend working during elections and canvass period.
Working conditions:	Mainly indoors

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Northumberland County Council PERSON SPECIFICATION

Post Title: Elections Officer	Director/Service/Sector: Democratic Services	Ref : 352	Ref : 352	
Essential	Desirable	Assess by	y	
Qualifications and Knowledge				
A levels or equivalent standard of education.	Willingness to study for the Association of Elect	toral (a)	a)	
Extensive knowledge of election law, practice and procedures.	Administrator's diploma			
An awareness of current developments in electoral law and practice.	Professional qualification - Certificate of the As	sociation of		
Evidence of professional study and continuous professional development.	Electoral Administrators			
Project management				
Experience				
Management of large scale time critical projects including cost control and risk appraisal	Experience in project management.	(a`	a) (i)	
Maintaining electoral registers and conducting the annual canvass of electors				
Running parliamentary, European, local elections and referenda				
Parliamentary and local government boundary reviews				
Skills and competencies				
Advanced IT skills and able to effectively use dedicated election software.	Experience of Xpress electoral software	(a`	a) (i)	
Prepares written, verbal and other media to best professional standards.	Advanced skills in Microsoft Office.			
Effectively expresses views using appropriate means depending upon the audience.				
Numerate				
Diplomatic, tactful and discrete				
Maintains a professional demeanour in stressful and difficult situations.				
Project management skills				
Physical, mental and emotional demands				
Normally works from a seated position with some need to walk, bend or carry items.				
Need to maintain general awareness with lengthy periods of enhanced concentration.				
Extensive contact with public often under pressure and occasionally involving conflict.		(i))	
Motivation				
Dependable, reliable and keeps good time.		(a)	a) (i)	
Models and encourages high standards of honesty, integrity, openness, and respect for o				
Helps managers create a positive work culture in which diverse, individual contributions a	and			
perspectives are valued.				
Proactive and achievement orientated				
Works with little direct supervision.				
Other				
Holds a full driving licence and access to a car				

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.