

Electoral Services Manager: Grade 16

At Kirklees we want to be innovative and creative in the way we work with our citizens. The landmark work of the Kirklees Democracy Commission reflects our ambition. Electoral Services work pro-actively in support of the Commission's ambitions and objectives.

The Electoral Services Manager is responsible for leading, managing and coordinating the service. You will advise and support the Electoral Registration Officer (ERO) and Returning Officer (RO), providing specialist advice on all aspects of policy and legislation relating to the delivery of electoral administration. You will report to the Head of Governance for day-to-day operational matters.

You will work closely with the Police in connection with identifying and preventing electoral fraud and with a number of other stakeholders for example the Electoral Commission; Cabinet Office and Association of Electoral Administrators in relation to national electoral policy and practice. Working at a strategic level you will have a strong focus on promoting understanding and engagement in the democratic process. This role is based in the Governance Service. Find out more about [working for Kirklees](#).

The Job

As the Council's expert you will analyse and interpret legislation in order to provide advice and recommendations to the ERO/RO, to develop procedures and practices and inform service delivery.

You will provide clear leadership, direction and development of the Electoral Services team. You will be a role model and direct and support the core team and other staff employed by the service. You will provide line management and direction to a large, dispersed workforce.

You will ensure service delivery meets the needs of the residents, councillors, candidates, elections agents and other are met.

You will ensure that all activities are planned and delivered in accordance with legislation to strict and sometimes conflicting deadlines statutory deadlines.

You will work with other stakeholders on delivering all aspects of electoral administration including registration activities and electoral events.

You will build relationships, develop and maintain networks and liaison activities with colleagues and other stakeholders involved in electoral administration at regional and national levels.

You will represent and advocate for the ERO/RO and Kirklees Council at national and regional levels, ensuring that local intelligence and requirements are represented to ensure the best outcomes for the Kirklees voting area. You will hold the position of Deputy Electoral Registration Officer.

You will play a proactive role as part of the service Leadership Team and will be responsible for leading on service wide projects as determined by the Head of Governance.

Job Checklist

- On behalf of the ERO/RO provides strategic leadership of the electoral services function;
- Council's lead on the delivery of electoral services (registration and electoral events) ensuring compliance with legislation and statutory deadlines;
- Provision of specialist and technical advice to the ERO/RO and other key stakeholders on policy, and practice;
- Represent the ERO/RO at regional and national forums;
- Develop effective professional relationships with ERO/RO, political representatives, candidates, partners and stakeholders;
- Overall responsibility for the delivery of projects, matrix management and setting out specifications, and timescales;
- Leads, motivates and inspires staff and partners to deliver service objectives to a consistently high standard;
- Ensures dependencies between projects are managed effectively;
- Accountable for the service budget including, claims and grant funding;
- Use of local intelligence and national and local data to identify risk and solutions and to inform electoral outreach activities.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

We are looking for an exceptional leader with substantial experience in the profession.

You will ensure that the ERO/RO and Council regionally and nationally are adequately and appropriately represented, local requirements and circumstances are communicated accordingly to ensure the best outcome for the ERO/RO and electorate of Kirklees voting area.

You will develop and maintains positive relationships with a range of stakeholders.

With enthusiasm, desire and drive you will think strategically and creatively to achieve the challenges ahead. You will have a clear understanding of the local political environment and be creative in the best use of the knowledge and resources the Council possesses.

You will be skilled in challenging and influencing at all levels, and work collaboratively, communicating and consulting with colleagues and stakeholders in order to develop and maintain effective working relationships.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive, Honesty, Respectful, Flexible, Communicative and Supportive

You will also promote and role model the Council's Expectations within the organisation.

This role is at level 3. Please read our [Behaviours and Expectations](#).

Person Checklist

- Experience of working at a senior level in an electoral administration environment with knowledge of electoral legislation, procedures and practices and current and future changes affecting the service. **Or** Experience of working at a senior level with a broad awareness of and understanding of electoral legislation, procedures and practices and current and future changes affecting the service;
- Understanding of identifying and managing risk in a legislative environment with the ability to analyse options to mitigate risks identified;
- Effective stakeholder management, influencing and relationship building skills, which should include demonstrable ability to engage, influence and negotiate;
- Understanding of and ability to work in a political environment;
- Proven ability at a senior level to lead, direct and implement large scale projects;
- Interpersonal skills to be able to advise the ERO/RO on policy and practice and effectively communicate with a range of stakeholders;
- Experience of working as part of a leadership team and contributing to the delivery of their collective priorities and objectives;
- Accountable for service budgets, all associated financial claims, external funding processes and procurement of supplies and services;
- Experience of managing teams and supporting the personal and professional development of staff;
- To hold or be willing to undertake the Certificate and/or Diploma in Electoral Administration;
- It is compulsory and a requirement that the post holder works additional and extended hours, including evenings, weekends, Bank Holidays, Election day/night and Count day/night, as directed and as service demands;
- From the Notice of Election up until the election process is concluded (approx. 30 working days), annual leave can only be granted in exceptional cases;
- A DBS check will be required.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate how you meet the person checklist.