

Electoral Officer – Grade 8

Job purpose

Electoral Services is a front line service, responsible for compiling and maintaining an accurate register of all eligible electors in the area; implementing statutory procedures surrounding the registration of electors and absent voters, along with the administration of free and fair elections and referendums. Electoral administration operates within a highly complex and technical environment, working in accordance with complex, fragmented legislation, statutory deadlines and to directions set by the Electoral Commission and/or regional leads.

The work of the service is performance managed and/or scrutinised by the Electoral Commission and the Cabinet Office. Electoral Services work together with neighbouring authorities to deliver regional electoral events.

The role offers the challenge of a varied and interesting workload; the service supports different groups of customers, ranging from members of the public, political representatives, candidates, agents, elected councillors, members of parliament, Cabinet Office, Electoral Commission and a range of other external organisations.

This role is based within [Corporate Strategy, Commissioning & Public Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

You will be responsible for the provision of an effective, flexible, and responsive technical, advisory, and administrative support service through a range of duties including:

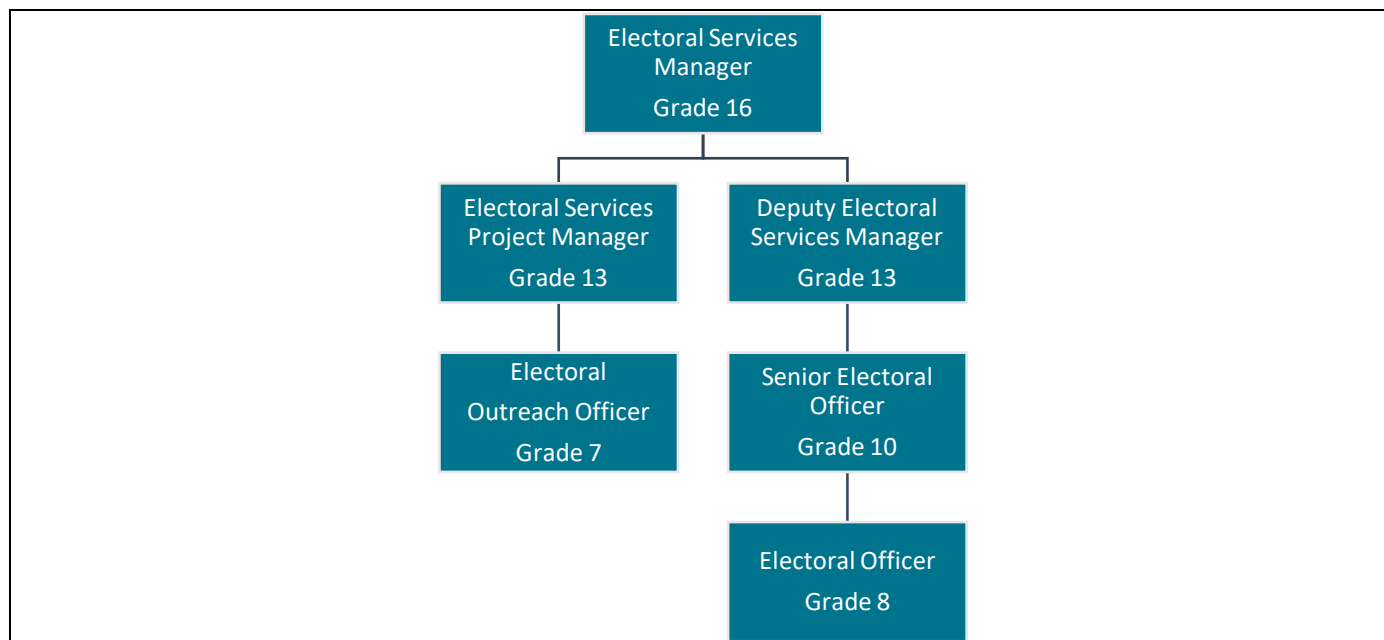
- Provision of technical and professional advice to support the maintenance and development of electoral registration.
- Administration of complex and specialist registration processes, including the determination of applications.
- Effective delivery of the annual canvass in accordance with the legislative requirements of Individual Electoral Registration.
- Administrative support associated with all elections and referendums (e.g. national, neighborhood planning) in accordance with legislation and statutory deadlines.
- Support to candidates seeking election through the provision of timely information and appropriate advice.
- Provision of appropriate technical advice and information to political representatives to enable them to effectively carry out their roles.
- Information and records management of large volumes of personal and sensitive data, as directed in accordance with relevant legislation, in accordance with the Councils information governance framework.
- Responding to a range of complex enquiries, complaints, and challenges in a timely and professional manner.

- Administration of invoices, cheques, cash handling direct debits, etc. Liaising with suppliers and services in connection with the purchasing, discrepancies, and delivery of supplies.
- Research and collation of information in support of the delivery of large-scale projects.
- Support to formal reviews, for example boundary (district and parliamentary) reviews.
- Development and maintenance of measures to continuously improve our service.
- The work is governed by strict legislative and sometimes conflicting timetables which at times will mean working additional hours, including occasional unsocial hours, weekends, and some bank holidays, particularly during election periods.

On behalf of the Electoral Registration Officer and (Acting) (Local) Returning Officer:

- Customers and stakeholders are supported and advised through the provision of accurate information and technical advice in accordance with legislation.
- On-going maintenance and annual publication of an accurate and complete electoral register. Citizens are encouraged and supported, and opportunities identified to maximise registration.
- Candidates, Election Agents, and elected representatives receive appropriate, timely information and support to enable access and participation to the democratic process.
- Delivery of electoral events in accordance with legislation through timely and responsive administrative support to the planning and delivery of electoral events, work is planned and delivered to meet targets, standards within statutory deadlines.
- Financial information is administered accurately and effectively in accordance with Council procedures and regulations.
- Use of bespoke computerised systems to assess, determine, and process registration applications, carry out calculations and input/extract information accurately and within deadlines, including the provision of accurate and statistical management information.
- Confidential, personal, and sensitive information appropriately and in accordance with legislation and the council's information governance framework.
- Work proactively and effectively as a member of a team to achieve team and service objectives, offering support and assistance to colleagues as required.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Advanced knowledge of applications and systems such as Microsoft Office or bespoke service system(s).	Essential
Knowledge and understanding of legislation governing electoral administration (election and registration).	Essential
Understanding of election and registration processes.	Essential
Literacy skills to be able to produce complex and specialist documentation.	Essential
Numeracy skills to be able to produce statistical information, calculate payments and deal with financial information.	Essential
Certificate in Business and Administration NVQ 3/4 or able to demonstrate equivalent skills.	Essential
Always demonstrate excellent customer service.	Essential
Have a flexible and adaptable approach, the ability to work on own initiative and as part of a team.	Essential
Able to travel to meetings at different work locations if required.	Essential
Requirement to undertake the AEA Foundation Course in Electoral Administration	Essential
Willingness to study for the AEA Certificate Course in Electoral Administration.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
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.	Essential
From the Notice of Election up until the election process is concluded, annual leave can only be granted in exceptional cases.	Essential
Accepts a standard DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

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
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

DBS check at the appropriate level

This Job 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 Office Use Only:

Job Category	Democracy	Grading ID	66010
Job ID	80100511	Last Updated	November 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Other	DBS Type	Standard
Health Check	No	Politically Restricted	Yes
24/7 working	No	Public Holidays	Yes
Night Working	Yes	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn J Drake		