



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Visiting Officer x 4**Vacancy ID: 008737**

Salary: £8.1932 - £8.5477 Hourly

Closing Date: 29/04/2018

Benefits & Grade

Grade G (Pay Award Pending)

You will receive a holiday plussage on all hours worked which will be paid at the same time as the normal pay for the work. The holiday plussage is based on the 31 days DBC contractual entitlement and this equates to 13.54%.

Contract Details

Casual

Contract Hours

To work as and when required

Job Description

Darlington Borough Council is looking to recruit friendly and motivated Visiting Officers to join the Elections Team in promoting Individual Electoral Registration and the voting process within the Darlington area.

We are looking for individuals who can manage their own workload and work on their own initiative. Successful candidates will be expected to undertake visits to properties at various times of the day and at weekends. During the Annual Canvas process (July to December) successful candidates may on occasion be required to work full time over a number of weeks.

For detailed information on this role, please refer to the Job Description and Person Specification in the Vacancy Information document.

For an informal discussion, please contact Lynne Wood, Elections Manager, on (01325) 405803 or Paul Dalton, Elections Officer on (01325) 405805.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES AND RESOURCES GROUP

JOB DESCRIPTION

<u>POST TITLE :</u>	Casual Visiting Officer - Individual Electoral Registration
<u>GRADE :</u>	Grade G
<u>JOB EVALUATION NO.</u>	E3350
<u>REPORTING RELATIONSHIP</u>	Reports to Elections Officer
<u>JOB PURPOSE :</u>	To assist the Elections and Electoral Team deliver an efficient electoral service which complies with Electoral Regulations. To visit assigned properties and make attempts to obtain a completed voter registration form for all of those properties.
<u>POST NO.</u>	D13644
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1

MAIN DUTIES/RESPONSIBILITIES

1. To undertake visits to properties (including out of normal office hours visits) in the Darlington Borough Council area which have not responded to requests for information in connection with voter registration.
2. To undertake checks for accuracy of the Register of Electors using in-house information and verifying with householders.
3. To respond to customer enquiries in respect of the electoral and democratic processes of the Council.
4. To promote the electoral registration and voting processes.
5. To communicate with electors/voters, whether in person, by telephone or in writing, at the individuals home, or at any other relevant premises to collate information to assist in the individual electoral registration process.
6. To ensure that the requirements of the Data Protection Act and the Freedom of Information Act are met in respect of this role.
7. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
8. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
9. Carry out your role in line with the Council's Equality agenda.

10. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.
12. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

DARLINGTON BOROUGH COUNCIL

VISITING OFFICER – INDIVIDUAL ELECTORAL REGISTRATION

NEIGHBOURHOOD SERVICES AND RESOURCES GROUP

POST NO. D13644

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	4 GCSE Graded A-C or equivalent		D
	Experience & Knowledge		
2	Experience of working with members of the public	E	
3	Experience of working in Electoral Registration		D
4	Awareness of the confidential nature of the work	E	
	Skills		
5	Ability to operate the Express electoral management system		D
6	Ability to organise and prioritise own work and visiting schedule with minimum supervision	E	
7	Ability to communicate both orally and in writing to a range of audiences, including being tactful and clear.	E	
8	Ability to maintain accurate records	E	
9	IT Literate, capable of using MS Word / Excel and office packages		D
	Personal Attributes		
10	Ability to work effectively under pressure	E	
11	Ability to meet statutory deadlines	E	
	Special Requirements		
12	Reliable, with a flexible and adaptable approach to work, including the ability to work outside normal office hours.	E	
13	Ability to carry out the physical requirements of the post.	E	
14	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	
15	Capable of independent travel to carry out the requirements of the post.	E	