**Job Description & Person Specification**

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| **Post Title** | Electoral Registration Canvasser |
| **JE Reference** | A1940 | **Grade** |  | **SCP Range** |  |

**Reporting line:**

Team Manager

Electoral Registration Canvasser

N/A

# **Job Purpose:**

To assist the Electoral Officer (ERO) with the annual compilation of the Register of Electors. You will be required to visit all properties you are assigned and make attempts to obtain a completed form for these properties.

# **Relationships:**

**Accountable to:** Team Manager

**Accountable for:** N/A

**General Contacts:**  Electoral Section Staff

# **Key duties and responsibilities:**

Provide administration support in the form of:

1. Visit each household within a designated area to collect / complete registration forms and to check that they are fully completed. If targets are set, weekly targets for household visits will be provided in advance.

2. Advise electors on the completion of the registration form. Where no contact is made, leave additional forms, guidance notes and a freepost envelope.

3. Attend the elections office in person at regular intervals as directed by the electoral registration office / team supervisor.

4. Record information about properties, finding new properties, and writing address information on blank household registration forms as they are given to persons responsible for registering households.

5. Sort collected forms into categories, as directed by the elections office staff, and

 maintain other clerical records, as necessary.

# **General/Corporate Responsibilities**

1. To undertake such other duties as may be commensurate with the seniority of the post.
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To participate in the Council’s and Department’s staff training and development policies.
4. To treat all information gathered for the Council and the Department, either electronically or manually, in a confidential manner.
5. To demonstrate a commitment to the principles of equal rights both in relation to employee issues and service delivery, and adhere to the policies of the Council in the performance of your duties.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Best Value in service delivery are fundamental in all aspects of involvement with internal and external customers.
9. To participate in the Council’s system of performance appraisal.
10. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.

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**Last Updated:** Jan 2008

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| **POST TITLE** | **GRADE** |
| Electoral Registration Canvasser | C |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Awareness of administrative / clerical practices and procedures appropriate to the post.
 | * Experience of working in a customer service environment.
 | A, |
| **SKILLS AND ABILITIES** | * Ability to work independently, with a commitment and ability use own initiative.
* Ability to work to deadlines by utilising basic organisational skills.
* Well developed communication skills, with an ability to communicate effectively and tactfully with members of the public.
* Maintain constructive relationships with internal and external colleagues.
 |  | A,  |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Literacy and numeracy skills appropriate to the duties of the post qualification / experience
 | * Knowledge of electoral registration procedures, electoral registration canvassing or election duties.
 | A, I, |
| **OTHER REQUIREMENTS** | * Flexibility in response to business needs.
* Ability to work evenings and weekends throughout the period of appointment
* Any transport used must be covered by business use on the insurance.
 | * Access to a mobile phone as canvassing involves lone working.
 | A, I, |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to Equality and Diversity
 |  | I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Evidence of providing customer focused service
 |  | A,I  |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE