



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees 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.

Job Title: Senior Electoral Services Officer

Vacancy ID: 011404

Salary: £23,080 - £24,491 Annually

Closing Date: 08/11/2020

Benefits & Grade

Grade H

Contract Details

Permanent

Contract Hours

37 hours per week

This post requires some out of hours working at evenings and weekends for which time off in lieu or overtime will be arranged

Interview Date

16/11/2020

Job Description

We are looking for someone to provide vital support and play a proactive role in the Electoral Services Team. The postholder will have experience in the management of electoral registration and a successful record of planning, prioritizing and producing work of a high standard.

You will support the Team Leader in the day to day operation of Electoral Services in relation to the annual electoral registration canvass; the publication of the electoral register and the maintenance of the electoral register throughout the year ensuring that all statutory requirements are met whilst keeping the strategy to make the register as accurate and comprehensive as possible under review. You will also provide and have experience in supporting the management and delivery of elections and referenda.

We are looking for someone with excellent customer care, IT skills and strong written and oral communication. The postholder should be a personable, committed, individual who is highly organized and used to dealing with difficult situations. They also need to be flexible and work as part of a team to meet tight deadlines.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Judy Trainer, Electoral and Scrutiny Team Leader, on 07766 361661.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Administration, Democratic and Electoral Services		Service Area: Electoral Services	
JOB TITLE: SENIOR ELECTORAL SERVICES OFFICER			
GRADE: H			
REPORTING TO: ELECTORAL AND SCRUTINY TEAM LEADER			
1.	JOB SUMMARY: To be responsible to the Electoral and Scrutiny Team Leader for the provision of a comprehensive electoral registration service.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To support the Team Leader in the day to day operation of the Electoral section in relation to the annual electoral registration canvass; the publication of the electoral register and the maintenance of the electoral register ensuring that statutory requirements are met and that the strategy to make the register as accurate and comprehensive as possible is kept under review.	
	2.	To support the Team Leader in the organisation of Parliamentary, European and Local Elections, Referenda and Parish polls and any other Elections (including the recruitment and supervision of temporary staff as appropriate and staffing issues relating to such appointments), including the preparation and maintenance of project plans.	
	3.	To contribute to electoral boundary reviews and incorporate changes in electoral registers as required.	
	4.	To examine how the electoral administration software technology can contribute to the development and review of processes to ensure responsive changes to Government Policy/Legislation and continual service improvement.	
	5.	To maximise the functionality of the electoral administration software and technology to deliver an effective and efficient electoral Service including the implementation and maintenance of appropriate information systems.	
	6.	To examine how the electoral administration software and technology can assist in the development, implementation and management of a training programme for Elections Staff (both core elections staff and temporary staff).	
	7.	To be responsible for specific duties within electoral services project plans relating to the registration of electors and the organisation of elections that is likely to include the use of technology to improve arrangements for the booking of polling stations, staffing, poll card distribution, absent vote provision, etc.	

	8.	To contribute to the provision of financial information relating to the functions of the unit such as the payment of invoices and preparation of all election accounts including those for Parliamentary accounts to be submitted to the Elections Claim Unit.
	9.	To undertake a range of quality assurance checks within the Electoral system to ensure accuracy of the information contained and audit trail provided.
	10.	To be responsible for the maintenance of stationery, documentation and equipment in relation to the elections function.
	11.	Develop partnership working and promote the networking/benchmarking of information and processes both internally and externally to identify areas of improvement within the service.

NB This post requires some out of hours working at evenings and weekends for which time off in lieu or overtime will be arranged.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

Job Title/Grade	Senior Electoral Services Officer	Grade H
Directorate / Service Area	Administration, Democratic and Electoral Services	
Post Ref:	POS002830	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	<ul style="list-style-type: none"> • Relevant professional qualification 	Application form
Experience	<ul style="list-style-type: none"> • Successful record of planning, prioritising and producing work of a high standard • Experience in supporting the management of electoral registration and elections • Direct experience of operating within a changing environment • Experience of working with a wide range of people • A successful track record in local government • Experience in the use of Express Electoral Management System 		Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • The ability to maintain productive working relationships with Members and with officers at all levels within the organisation • The ability to prioritise work and meet deadlines • Competent in the use of IT, Microsoft suite and Electoral Management Systems • The ability to understand, interpret and communicate complex data and information that supports the team's service delivery objectives • Proven ability to work under pressure to meet deadlines 	<ul style="list-style-type: none"> • An understanding of the Council's core values and objectives 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Excellent customer care • A working style which commands confidence and respect of officers and Members • Motivation, energy and enthusiasm • A flexible attitude • Excellent communication skills • A commitment to the Council's vision 		Application / Interview
Other requirements			

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.