

## Job Description

**Post Title:** Electoral Services Manager (A4936)

**Evaluation:** 651 Points **Grade:** N10

**Responsible to:** Service Manager Democratic Services

**Responsible for:** The casual workers register

**Job Purpose:** To act as the Council's advisor on electoral services, promoting democracy in line with the Council's vision and values to support an environment of continuous service improvement in the delivery of elections and electoral registration.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To conduct the annual canvass of electors and prepare and maintain the electoral register for the city in line with statutory requirements and national performance standards for Electoral Registration Officers.
2. On behalf of the Returning Officer, ensure all elections and referenda in the city are planned, conducted and managed in line with statutory requirements and meet national performance standards for Returning Officers.
3. To develop and promote initiatives to improve voter registration rates, particularly amongst under represented groups, ensure the accuracy and completeness of the electoral register and enhance turnout at elections.
4. To lead the Council's input into electoral reform and develop policies and procedures to deliver forthcoming changes in legislation.
5. To manage allocated budgets and income generation in line with financial regulations and ensure maximum recovery of costs from central government.
6. To co-ordinate the Council's responses to consultations from central government and the Electoral Commission.
7. To undertake boundary, community governance and polling district reviews.
8. To develop the use of electoral services software managements systems to implement service improvements and lead on procurement of services as required.

9. To lead and contribute to projects, the development of policies and procedures and work with other service areas to deliver against the Council's vision and values.
10. To work with relevant stakeholders and internal and external partner organisations, including managing and negotiating contracts, monitoring performance and promoting good working relationships.
11. To represent the Electoral Registration Officer/Returning Officer and the Service Manager Democratic Services as necessary.
12. To challenge and continuously improve existing working practices and processes within Electoral Services in line with Council priorities.
13. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery