

## Person Specification Electoral Services Manager

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Extensive experience of Electoral Registration and Elections procedures, including use of Xpress or similar software packages.
- Experience of dealing with complex and sensitive issues requiring the use of problem solving/negotiating skills.
- Ability to deliver an effective and high-quality Electoral Services in a local authority environment.
- Thorough knowledge and understanding of Electoral legislation and awareness of current national issues relating to Electoral Services.
- Commitment to the promotion of democratic principles and ideals.
- Good interpersonal skills, including ability to work with Elected Members, candidates, political parties and senior managers within the Council and in other organisations.
- Effective written and oral communication skills, including the ability to prepare clear reports on complex issues, deliver training and briefings.
- Good research, investigative and analytical skills.
- Ability to implement and make use of management information and business systems, including IT systems related to the elections and electoral registration.
- Budget management skills and experience of preparing election accounts.
- Ability to work proactively: plan, organise and prioritise work and deliver high quality services within set deadlines.
- Commitment to the Council's Equal Opportunities Policy.

#### Desirable

- AEA Certificate or Diploma in Electoral Administration.

### Part B

The following criteria will be further explored at the interview stage:

- Ability to apply and interpret legislation, guidance and regulation in relation to elections & registration.
- Evidence of an open and collaborative style, and track record of effective partnership working at a senior level.
- Personal and professional credibility with senior officers, other stakeholders, political parties and colleagues and the ability to influence and persuade whilst both developing and maintaining good relationships.
- Able to develop and implement activities to directly support the Council's priorities.
- Able to creatively solve problems, to analyse complex data and information and present this in an accessible way.
- Strong time management skills and ability to meet varied and challenging deadlines and re-prioritise at pace.
- Approach to coordinating and utilising casual resource to support business objectives.
- Understanding of current national and local priorities and their impact on Newcastle City Council.
- Excellent written and verbal communication skills.

- Understanding of the Council's equality policy and applying this in all aspects of employment and service delivery.

**Additional Requirements**

Occupational health clearance

Politically restricted post

Ability to work outside normal office hours at key times in the electoral cycle