 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Administration Democratic and Electoral Services		Service Area: Electoral
JOB TITLE: Principal Electoral Services Officer		
GRADE: K		
REPORTING TO: Electoral & Scrutiny Team Leader		
1.	JOB SUMMARY: To assist in the support of the provision of Electoral Services.	
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.	Contribute to electoral boundary reviews and incorporate changes in electoral registers as required.
	4.	Contribute to the development and review of processes to ensure responsive changes to Government Policy/Legislation and continual service improvement.
	5.	Develop project plans for approval to achieve team objectives and to motivate team members to achieve the agreed objectives.
	6	Develop and deliver detailed procedures and training programmes for approval for Elections Staff (both core elections staff and temporary staff) including the use of the elections administration software.
	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 dealing with candidates and agents, contracts, absent votes and the count, 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	Develop partnership working and promote the networking/benchmarking of information and task both internally and externally to identify areas of improvement within the service.
	10	To support the preparation of reports and represent the Unit on Project Teams and Working Parties as required.
	11	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.

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.

	Name:	Signature:	Date
Job Description written by: (Manager)			

Job Description agreed by: (Post holder)
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Job Description dated January 2022

PERSON SPECIFICATION


Job Title/Grade	Principal Electoral Services Officer	K
Directorate / Service Area	Administration, Democratic & Electoral Services	Electoral
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications		<ul style="list-style-type: none"> Holding (or working towards) the AEA qualification 	Application form
Experience	<ul style="list-style-type: none"> Successful record of planning, prioritising and producing work of a high standard. Direct experience of operating within a changing environment Experience of working with a wide range of people 	<ul style="list-style-type: none"> Experience in one of the following areas: <ul style="list-style-type: none"> Project management Electoral services Policy development Experience of managing a team 	Application / Interview

	<ul style="list-style-type: none"> • A successful track record in local government • Experience of project planning • Experience in supporting the management and delivery of local government and Parliamentary elections and referenda. • Experience of delivering training to a variety of audiences 	<ul style="list-style-type: none"> • Understanding of requirements for elections management 	
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 deliver outcomes within timescales • The ability to understand, interpret and communicate complex data and information • A comprehensive knowledge of the legislation, regulations and working procedures in respect of electoral services • Proven successful track record within electoral administration and ability to apply strategic thinking to plan the future delivery of electoral services functions • Report writing skills 	<ul style="list-style-type: none"> • An understanding of the Council's core values and objectives 	

	<ul style="list-style-type: none"> • Proven ability to work under pressure in a rapidly changing environment 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • A working style which commands confidence and respect of Officers and Members • Motivation, energy and enthusiasm • Excellent communication skills • A commitment to the Council's vision 		Application / Interview
Other requirements			

Person Specification dated January 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Administration, Electoral and Democratic Services	SERVICE AREA: Electoral Services
JOB TITLE: Principal Electoral Services Officer	
GRADE: K	
REPORTING TO: Electoral and Scrutiny Team Leader	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	N
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	N
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	N
Is required to drive an HGV/LGV/PCV/Minibus	N
Is required to undertake agriculture, horticulture or gardening work	N
At risk from noise that might affect an employee's health (will be required to wear ear protection)	N
Will be exposed to vibration likely to be above the exposure action level.	N
Is exposed to hazardous substances as detailed in Appendix 1	N
Is likely to be exposed to asbestos	N
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	N
May be exposed to lead or lead based products	N
Will handle food	N
Will require a health assessment for regular night working	N
Will be required to undertake the Display screen equipment training	Y
Other known risks – please detail	None
No known risks associated with this role	Y

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: JC Trainer

Date: 5 January 2022