

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	•	agreed	by:		
(Pos	st holder)			 	

**Job Description dated January 2022** 



## PERSON SPECIFICATION

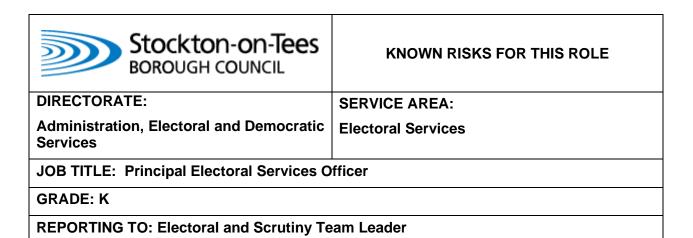
Job Title/Grade	Principal Electoral Services Officer	K
Directorate / Service Area	Administration, Democratic & Electoral Services	Electoral
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications		Holding (or working towards) the AEA qualification	Application form
Experience	<ul> <li>Successful record of planning, prioritising and producing work of a high standard.</li> <li>Direct experience of operating within a changing environment</li> <li>Experience of working with a wide range of people</li> </ul>	<ul> <li>Experience in one of the following areas:</li> <li>Project management</li> <li>Electoral services</li> <li>Policy development</li> <li>Experience of managing a team</li> </ul>	Application / Interview

	<ul> <li>A successful track record in local government</li> <li>Experience of project planning</li> <li>Experience in supporting the management and delivery of local government and Parliamentary elections and referenda.</li> <li>Experience of delivering training to a variety of audiences</li> </ul>	Understanding of requirements for elections management
Knowledge & Skills	<ul> <li>The ability to maintain productive working relationships with Members and with Officers at all levels within the organisation</li> <li>The ability to prioritise work and deliver outcomes within timescales</li> <li>The ability to understand, interpret and communicate complex data and information</li> <li>A comprehensive knowledge of the legislation, regulations and working procedures in respect of electoral services</li> <li>Proven successful track record within electoral administration and ability to apply strategic thinking to plan the future delivery of electoral services functions</li> <li>Report writing skills</li> </ul>	An understanding of the Council's core values and objectives

	Proven ability to work under pressure in a rapidly changing environment	
Specific behaviours relevant to the post	<ul> <li>Demonstrate the Council's         Behaviours which underpin the         Culture Statement.</li> <li>A working style which commands         confidence and respect of Officers         and Members</li> <li>Motivation, energy and enthusiasm</li> <li>Excellent communication skills</li> <li>A commitment to the Council's         vision</li> </ul>	Application / Interview
Other requirements		

Person Specification dated January 2022



## 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	Υ
Other known risks – please detail	None
No known risks associated with this role	Υ

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