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| **Job Description** |
| **Post title** | Electoral Officer |
| **JE Reference No** | A5187 |
| **Grade** | 6 |
| **Service** | Resources |
| **Service Area** | Legal & Democratic Services – Electoral Services |
| **Reporting to** | The post holder will be accountable to the Principal Electoral Officer |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To assist with the delivery of electoral services within the area of a Parliamentary Constituency.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

**Electoral Registration**

* To ensure the production of the Electoral Register in accordance with statutory requirements.
* To deal with the rolling registration provisions on a daily basis.
* To assist in ensuring that the Electoral Register is maintained as accurate as possible by utilising the powers available to the Electoral Registration Officer to inspect and compare with other data bases held by the Council and other organisations.

* To take an active part in community engagement aimed at increasing the level of registration
* To help to ensure that the Performance Standards set by the Electoral Commission are achieved.

**Elections**

* To assist in the organisation and management of all elections and referendums as directed.
* To assist with the formulation and implementation of initiatives to encourage democratic participation and to increase voter turnout.

**General**

* To participate in arrangements for Local Democracy Week.
* To ensure that all legislation relating to electoral registration and elections is adhered to.
* To ensure that all advice and guidance issued by the Electoral Commission or by any Government Department is adhered to.
* Such other duties appropriate to the grade and general responsibilities of the post as might be assigned from time to time.

The above is not exhaustive and the post holder will be expected to undertake any duties which may

reasonably fall within the level of responsibility and the competence of the post as directed by the

Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ 3 or equivalent in a relevant subject.
 | * AEA qualification
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| Experience | * Electoral Registration
* Elections Management.
* Working with Members
* Dealing with members of the public
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| Skills & Knowledge | * Knowledge of legislation relevant to electoral registration and elections
* Political and cultural awareness and sensitivity
* ICT skills, including practical skills.
* Ability to operate the Express electoral software system.
 | * Presentational and communication skills, both written and verbal
* Project management
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| Personal Qualities | * Capacity to handle a heavy workload and work effectively under pressure
* Flexible and adaptable approach to work demands
* High quality inter-personal and team skills
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