 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Corporate Services		Service Area: Democratic Services
JOB TITLE: Electoral Services Officer		
GRADE: F		
REPORTING TO: Electoral Services Manager		
1.	JOB SUMMARY: To assist in the support of the provision of Electoral and Democratic Engagement Services.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To provide comprehensive IT support within the team including the processing of electoral registration forms leading to the production of the Electoral Register.
	2.	To assist the Democratic Engagement and Civic Services Officer with a range of support activities (work programming, research, consultation etc.)
	3.	To assist with the co-ordination and delivery of elections.
	4.	To assist with the maintenance of stationery, documentation and equipment in relation to electoral functions.
	5.	To develop and utilise appropriate IT systems to enable robust performance management within the team through the collation and reporting of appropriate performance information.
	6	To assist with the compilation of information for return of external bodies e.g. the Electoral Commission.
	7	To assist with Electoral Boundary Reviews

	8	To match and cleanse address data sets with the Council's Land and Property Gazetteer.
	9	To assist in developing and reviewing processes to ensure responsive changes to Government Policy/ Legislation and continual service improvement.
	10	To assist with the development, implementation and maintenance appropriate information systems, relevant to electoral issues.
	11	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.
	12	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	13	To undertake other duties and responsibilities commensurate with the grading and nature of the post.
<p>NB This post requires some out of hours working at evenings and weekends for which time off in lieu or overtime will be arranged.</p> <p>3. GENERAL</p> <p>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.</p> <p>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.</p>		

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)	Fiona Srogi		
Job Description agreed by: (Post holder)

Job Description dated 25.1.2023



PERSON SPECIFICATION


Job Title/Grade	Electoral Services Officer	F
Directorate / Service Area	Corporate Services	DEMOCRATIC SERVICES
Post Ref:	POS008424	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications			Application form
Experience	<p>Successful record of planning, prioritising and producing work of a high standard</p> <p>Direct experience of operating within a changing environment</p> <p>Experience of working with a wide range of people</p>	<p>Experience in supporting the management and delivery of registration and elections</p> <p>A successful track record in local government</p> <p>Experience of Electoral Management Systems, preferably Express EMS</p>	Application / Interview

	Experience of the use of systems and technology		
Knowledge & Skills	<p>The ability to maintain productive working relationships at all levels within the organisation</p> <p>The ability to prioritise work and meet deadlines</p> <p>Competent in the use of IT, Microsoft suite</p> <p>Proven ability to work under pressure in a rapidly changing environment</p>	An understanding of the Council's core values and objectives	
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Motivation, energy and enthusiasm</p> <p>A flexible attitude</p> <p>Excellent communication skills</p> <p>Excellent customer care</p> <p>A commitment to the Council's vision</p>		Application / Interview

Other requirements			
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Person Specification dated 25 January 2023

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Corporate Services	SERVICE AREA: Democratic Services
JOB TITLE: Electoral Registration Officer	
GRADE: F	
JOB LOCATION / BUILDING: Municipal Buildings	
REPORTING TO: <i>Electoral Services Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .		x
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		x
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.		x
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		

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: F.Srogi

Date:25.1.23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk