

Electoral Services Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Recent track record of working within electoral services, including knowledge and experience of conducting elections and preparing the register of electors.
2. Experience of interpreting and applying electoral legislation and procedures.
3. AEA qualified or the ability to work towards and obtain AEA Foundation, Certificate and Diploma in Electoral Administration.
4. Excellent communication skills, both oral and in writing, to a variety of audiences.
5. Excellent customer service skills.
6. Ability to manage conflicting workload demands with limited supervision.
7. Computer literate and experience of using Xpress electoral services software management system.
8. Evidence of continuous professional development in an electoral service environment.
9. Committed to Equal Opportunities and anti-discrimination practice in employment and all aspects of service delivery.

Desirable

1. Professional membership of the Association of Electoral Administrators (AEA).
2. Awareness of the democratic process and governance structures.

Additional Requirements

1. Ability to work evenings and weekends at peak election and electoral registration periods.
2. Capable of lifting and carrying large amounts of stationery and equipment.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?