

Electoral Services Officer

Reports to: **Electoral Services Manager**

Direct reports: **None**

Evaluation: **518 points**

Grade: **N7**

Reference: **A5356**

Purpose

To assist with all Electoral Registration matters and supporting the delivery of elections.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Organise the annual canvass of Electors, including the recruitment, training, supervision, and payment of temporary canvassers. Publish/produce the revised Register of Electors within the prescribed statutory timetables and overseeing the safe distribution of this data to those entitled.
2. Co-ordinate the monthly rolling registration procedures and absent voter's procedures in accordance with statutory requirements and deadlines, whilst undertaking data matching and data mining, using data from various sources to ensure the accuracy and completeness of the Electoral Register.
3. Oversee the processing of all special category electors.
4. Maintain the property database within the Electoral Management System (EMS) and support boundary, polling district and polling place reviews.

5. Lead in the development, organisation and delivery of new initiatives linked to increasing voter registration and voting at elections.
6. Organise employment of and payments to all temporary staff used on Election days.
7. To support the Electoral Services Manager in the delivery of all polls and referenda, including the preparations of project plans and risk assessments.
8. Maintain an awareness of legislative changes and contribute to the development of policies and procedures to ensure compliance with statutory requirements including data protection regulations.
9. Coaching and mentoring the day-to-day activities of Electoral Services in the absence of the Electoral Services Manager.
10. Assisting with the delivery of training and support to other council departments on managing public enquiries relating to all aspects of Electoral Services.
11. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.