

JOB DESCRIPTION

Job Title	Elections Officer		
Directorate	Chief Executives Office / Electoral Services		
Reporting to	Senior Elections Officer		
Grade	11		
Evaluation ref:	TR0144	Job Family ref:	
Role Purpose			
The electoral service is one of the largest direct customer contact functions of any service within the Council and is the fourth largest electoral service area in the UK. The Council's Electoral Services Team is structured into three areas to reflect Parliamentary Constituencies which are: • Bridgwater, Wells and Mendip Hills • Frome and East Somerset, Glastonbury and Somerton, Yeovil • Taunton and Wellington, Tiverton and Minehead. The Elections Officer is responsible and accountable for the day to day delivery of electoral functions, working across the electoral registration and elections/polls functions of the electoral team, under the management of the Senior Elections Officer. In delivering their responsibilities the Elections Officers are required to have regard to the statutory framework and guidance issued by the Electoral Commission. The role holder will be required to support the delivery of electoral functions within statutory criteria which include strict deadlines, processes, records management and financial controls. As required, they will take direct responsibility for aspects of the electoral function, including preparation for and delivery of elections for a defined area, sometimes a Parliamentary constituency, and for particular aspects of the registration function. At peak times, usually during major election events, staff are required to work additional and unsociable hours to ensure legal deadlines are met and to avoid legal challenge. The role holder will contribute to driving continuous improvement, performance management and efficiency, placing the electorate at the heart of everything the service does, directly or in partnership, whilst operating within budgets and providing best value. The role holder will ideally have some technical knowledge of electoral matters and experience in the successful delivery of electoral registration, major elections,			

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byelections and other polls, including the combination of polls. The ability to work with external stakeholders in the delivery of polls is essential.

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Accountabilities

Acting as Deputy Electoral Registration Officer and Deputy Returning Officer to the extent required by the Electoral Registration Officer and Returning Officer, and in such other capacities as may be required from time to time according to the nature of poll being undertaken

- Deputising for any of the Senior Elections Officers as may be required from time to time by the Head of Electoral Services
- Working across all aspects of the electoral function as required by the Senior Elections Officers and the Head of Electoral Services from time to time, acting as the lead when required, including in relation to:
 - full-term elections and by-elections, whether local, regional or national, from planning and organising through to count supervision, result declaration and post-election requirements
 - neighbourhood plan referenda, BID ballots and other polls, from planning and organising through to count supervision, result declaration and post-poll requirements Book appropriate premises for polling stations for all elections and polls having regard to public and disabled access requirements, including to ensure compliance with the equalities legislation. Deal with the arrangements for issuing, receiving and processing postal votes and assist with the training of casual staff in the operation of the relevant software, ensuring advice is provided and procedures are strictly followed to 3 ensure security of the process is not compromised, carrying out periodic quality checks.
 - annual canvass, rolling registration and maintenance of the electoral register ◦ electorate engagement to increase registration and participation in the electoral franchise ◦ communications activity, customer support and supporting the call centre in delivering the support the electoral service requires from them
 - recruitment and training of casual staff for the annual canvass and/or elections and other polls
 - polling districts and polling places reviews
 - assisting with and providing information to support electoral reviews and community governance reviews

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- budget planning and management for elections and other polls
- ensuring the recovery of election/poll costs from the relevant bodies or services, including contributing to the completion of corresponding returns/claims
- ensuring use of the electoral management system to maximise the realisation of efficiencies and benefits
- undertaking relevant training and developing and delivering training to others, including casual staff for elections and the canvass
- Monitor, shadow and support functional responsibility work undertaken by other electoral staff, providing supervision and support to colleagues as required.
- Liaise with political parties to provide advice and information on electoral procedures and timetables, including nomination papers and to deal with areas of conflict whilst remaining politically neutral, with support from the Senior Elections Officers and/or the Head of Electoral Services as required.
- Receive details of alleged electoral offences and pass them to the Head of Electoral Services for actioning.
- Take nominations for elections and support colleagues and casual staff in taking nominations, ensuring the correct procedures are followed and that nominees, agents and others are clear as to what is required of them, including to correct defective nomination papers.
- For major polls (e.g. Parliamentary, Police and Crime Commissioner and full term unitary elections), to take responsibility for the management, resourcing and delivery of all aspects of the elections for an allocated area of Somerset, whether based on the Parliamentary constituencies or otherwise, including the recruitment of casual staff, booking polling stations, arranging printing, overseeing the count for that area, the declaration of the result(s) and post count requirements, including the processing of all election payments, in consultation with and supported by the Senior Elections Officers
- In consultation with the Head of Electoral Services plan, manage, co-ordinate and oversee all elections, by-elections, referenda and other polls allocated to you to ensure the smooth running of the process and ensuring the opportunity to vote and ensuring the will of the electorate is reflected in the result and that common practices have been applied throughout.
- In organising elections, other polls and electoral registration, ensure that the relevant procurement requirements are complied with, whether those requirements are internal or externally imposed.
- Prepare accounts for individual elections or polls and for division or constituency areas as may be required for review by the relevant Senior Elections Officer, ensuring cost recovery is maximised and deadlines are met.

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- Undertake all tasks allocated to you associated with the preparation, publication and maintenance of the register of electors, ensuring the opportunity to be registered, both through the annual canvass and rolling registration
- Produce all necessary data files and provide them to the appropriate persons or bodies at the correct times, including for printing, postal votes, proxies, registers, etc.
- Produce such statistics and returns as may be required and submit them to the appropriate bodies.
- Ensure measures put in place to prevent and detect electoral malpractice and electoral fraud are effectively and consistently applied.
- Keep abreast of electoral law, innovation and best practice, attending relevant training events, seminars, conferences, etc.
- Ensure all electoral activities are carried out having regard to the statutory framework, Electoral Commission guidance and best practice with a view to enhancing customer participation and satisfaction and securing effective performance and improvement.
- Provide such support and data as may be required in connection with electoral reviews and community governance reviews.
- Contribute effectively to the supervision and support of the agency staff and casual staff, including as required by the Senior Elections Officers
- Ensure that equality and diversity are reflected in all electoral activities and service planning to ensure equality of opportunity.
- Undertake other duties appropriate to the grading of the post as required

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge of processes and procedures used to promote electoral registration and engagement in the electoral process	X	
Awareness of the risks associated with delivering major electoral events, the management of those risks and an understanding of the benefits of effective project management	X	
Experience		

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Experience in the functions of the electoral service – electoral registration and elections/other polls	X	
Experience of using software packages, preferably election management software	X	
Qualifications / Registrations / Certifications		
Willingness to work towards a qualification in electoral administration or experience that can be considered to be equivalent to holding a qualification	X	
Skills		
Ability to motivate effectively the temporary workforce employed from time to time	X	
Ability to work to deadlines and under pressure	X	
Ability to apply the relevant law and guidance to practical situations	X	
Ability to make operational decisions based on own judgment, in accordance with relevant legislation, rules and procedures	X	
Attention to detail and ability to work to a high level of accuracy	X	
Ability to deal with people at all levels, including in high pressured situations	X	
Working Conditions		
Dimensions of the role		
The core annual budget for the electoral service is circa £900k. The budget for major polls (unitary elections, Parliamentary elections, etc.) is circa £1.5m. The cumulative budget for minor polls (by-elections, neighbourhood planning referenda, etc.) is in excess of £200k each year. Responsibility for sales of the electoral register, generating up to £10k per year income		
Working Arrangements		
Ability and willingness to work flexibly and to work additional hours at particular times of the year, including during the annual canvass and the period leading up to, during and immediately after any elections.		

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The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle.

Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: