

Lancaster City Council - Job Description & Person Specification

Job Title:	Election Officer	Grade:	GG56/7 (career progression arrangements apply)	Job Code:	LCC (GDS0012)
Service/Team:	Governance (Elections)	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Election Manager LCC058
Line Managers: *Title/s & LCC Code					

Job Overview
Overview To assist in the organisation of Elections and Maintenance of the Electoral Register, ensuring all matters are dealt with in accordance with legislation and in line with performance standards.
Direct Responsibilities
- To speak to and correspond with residents of the district, assessing their applications to be registered and determining them in accordance with current legislation. These will be in both electronic and paper form and will require appropriate information to be recorded in the electoral management software in compliance with Data Protection legislation. - To regularly check and follow the prescribed renewal process for declaration electors (service voters, overseas electors, etc), ensuring they remain able to take part in the democratic process. - To assist in the organisation and delivery of electoral events as required by the service, including but not limited, to the following: - District and Parish Council elections - County Council elections - Parliamentary elections - Police and Crime Commissioner elections - National Referenda - Neighbourhood Planning Referenda and Community Governance Reviews - By-elections - In delivering electoral events on behalf of the Returning Officer, to liaise with internal and external staff and suppliers, polling station booking agents, internal departments, candidates and agents to achieve the following: - Booking and staffing polling stations - Making staffing appointments, approaching and guiding staff where required - Liaising with HR and payroll to ensure staff payments can be made promptly - Determining candidate nominations as a Deputy Returning Officer with limited powers - Corresponding with and speaking to candidates and election agents

Lancaster City Council - Job Description & Person Specification

- Determining the validity of received postal votes
 - Assist with preparation of statistical returns for the Ministry of Housing, Communities and Local Government, Electoral Commission and other external bodies as required.
 - Assist the Election Manager with the preparation of the accounts submission.
5. To co-ordinate the annual household canvass for the register of electors on behalf of the Electoral Registration Officer in accordance with legal deadlines for publication, liaising with internal and external staff and suppliers to achieve the following:
- Making staffing appointments having regard to current legislation, including the production and distribution of the canvasser employment pack, recruiting new staff and guiding canvassers as required
 - Processing canvass responses both in paper form and by automated means
 - Preparing canvass paperwork for appointed staff for second and third reminder delivery
 - Supporting canvass staff during the personal canvass stage, acting as a single point of contact for lone working
 - Calculating payments accurately according to the number of properties visited and in accordance with the recorded outcomes of those visits, liaising with HR and payroll to ensure payments are made promptly
6. To act as Deputy Returning Officer as directed with limited powers when appointed by the Returning Officer.
7. To maintain the register of electors throughout the whole year, making determinations on entitlement to be registered on behalf of the Electoral Registration Officer. This will include the entitlement to have an absent vote, as well as to ensure that the personal identifiers for those with an absent vote are kept up to date in accordance with legislation.
8. To take part in electoral promotional activities as required by the Electoral Registration Officer, including acting as an encouragement officer to register those who are entitled to be registered but who are not yet registered.
9. To maintain the election pages of the Internet and Intranet to ensure that information provided to internal and external stakeholders is current and relevant.
10. To attend training courses organised “in house” or externally as appropriate to the various functions of the post.

Primary Measurable Objectives

- To assist in the successful delivery of all electoral events on behalf of the Returning Officer or his Deputies.
- To assist in the maintenance of an electoral register for Lancaster district on behalf of the Electoral Registration Officer, making every effort to keep it as up to date and accurate as possible whilst adhering to the procedures prescribed in legislation.

Staff Management Responsibilities

- To provide guidance and support to the Election Assistant to aid the completion of their tasks.
- To provide guidance and support to temporary unqualified staff working on Elections and Electoral Registration under the direction of the Election Manager.

Lancaster City Council - Job Description & Person Specification

Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	5 GCSEs at Grade 4 to 9 (former grade C-A) including English and Maths	Evidence of completion of AEA Foundation or AEA Certificate in Electoral Administration or willingness to study towards completion	App Form, Interview, Certificate
Experience		Experience of working in an office environment Experience of working in elections or electoral registration environment	App Form, Interview
Job Related Skills, Knowledge & Abilities	ICT skills including the use of Microsoft 365	Use of electoral management software (advantageous but training will be given) Knowledge of legislation covering elections and electoral registration	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Excellent interpersonal skills to deal confidently and appropriately with different stakeholders High level of political awareness and the need for neutrality	Experience of dealing tactfully and confidently with members of the public and other stakeholders	App Form, Interview
Special Requirements/Other	Strong commitment to the principle of democratic engagement to encourage participation and voter turnout Ability to produce and transmit data in accordance data protection rules and principles		App Form, Interview

Lancaster City Council - Job Description & Person Specification

Additional information

THIS IS A POLITICALLY RESTRICTED POST.

- This is a career graded post and the postholder must be willing to study for the Association of Electoral Administrators (AEA) Certificate or hold the AEA Certificate in Electoral Administration.
- Appointment is made according to qualification and experience (normally to Grade 6 but to Grade 7 if the applicant has already achieved the AEA Certificate in Electoral Administration).
- Ordinary hours of work are 37 hours per week, flexi scheme and hybrid working is in operation.
- Availability to work extensive hours on all Election Days and whatever hours are necessary including evenings and weekends during an election period to ensure that everything is completed in accordance with legislation.
- You will be appointed as a Deputy Returning Officer with limited powers at the discretion of the Returning Officer.
- Acceptance that the taking of annual leave is restricted during election and annual registration periods (usually April/May and September/October).
- Must be willing to attend relevant courses at different locations in the country to develop knowledge and skills in electoral administration.

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

- Understanding, implementation and adherence to Lancaster City Council's policies and procedures.
- Understanding, implementation and adherence to Our Values.
- Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Lancaster City Council - Job Description & Person Specification

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	