

Lancaster City Council - Job Description & Person Specification

Job Title:	Deputy Election Manager	Grade:	GG9	Job Code:	LCC900
Service/Team:	Governance (Elections)	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Election Manager LCC058
Line Manages: *Title/s & LCC Code					

Job Overview

Overview

- To provide support and assistance to the Election Manager in the management of the electoral registration service to enable those who are eligible to register to vote to do so.
- To provide support and assistance to the Election Manager in the management of all elections, referenda and ballots ensuring they are run smoothly, comply with all relevant legislation, MHCLG and Electoral Commission guidance and rules to enable those entitled to vote to participate in the democratic process.

Direct Responsibilities

- To keep up to date with and have extensive knowledge of electoral law and assist with the planning, organisation and conduct of all elections in accordance with agreed project plans which include:
 - District elections on a 4 yearly cycle (will change to Unitary elections under LGR)
 - Parish Elections on a 4 yearly cycle
 - County Council elections on a 4 yearly cycle (will cease under LGR)
 - Parliamentary Elections (at least once every 5 years)
 - Police and Crime Commissioner elections on a 4 yearly cycle (will cease under LGR)
 - National referenda as required.
 - Neighbourhood Planning Referenda as and when required.
 - Ad hoc by-elections.
- To keep up to date with and have extensive knowledge of legislation governing electoral registration to assist with the processing of applications to be included on the register of electors, and for the publication, maintenance and circulation of the register.
- To lead on maintenance and upkeep of the property database, liaising with GIS colleagues, to ensure the accuracy of the structure for the register of electors, including the addition of new developments into the correct polling districts and amendments to/deletion of properties that are already included.
- To assist with the management, planning, organisation and conduct of the annual household canvass in accordance with agreed project plans, which will include recruitment and supervision of the staff employed to carry out the work, their training, ongoing support and calculation of pay.
- To assist with the calculation and payments due to staff employed for an election including payment rates approved by MHCLG and the inclusion of holiday pay.
- To lead on the correct and accurate registration of special category electors including service voters, overseas electors and those who wish to register to vote anonymously.
- To be responsible for and maintain records in respect of health and safety requirements for the election team.
- To explore and innovate ways in which the accuracy of the electoral register can be improved, including website content, data mining and elector engagement promoting local democracy and participation in the democratic process.

Lancaster City Council - Job Description & Person Specification

- To assist the Election Manager with electoral arrangement reviews, boundary maintenance reviews and maintenance, electoral and governance reviews.
- To assist the Election Manager with reviews of polling places and polling stations, and to take responsibility for the ongoing review of current polling places and stations as issues arise. This will include ensuring the polling place is an appropriate and suitable for electors who wish to vote in person and that they are accessible for all.
- To have a full working knowledge of electoral management systems (knowledge of Xpress is an advantage) ensuring the system is regularly maintained and updated to meet operational needs.
- To have working knowledge of Parish Councils including the process for advertisement and filling of casual vacancies.
- To attend, on behalf of the Election Manager, relevant meetings to provide advice and information to the public, elected members, stakeholders, candidates and agents on election and electoral registration processes.
- To provide assistance with the collation and supply of electoral and electoral registration data to facilitate performance monitoring and decision making which will be compliant with GDPR and meet the needs expected from our stakeholders (such as for Electoral Commission key performance indicators and data submissions).
- To assist the Election Manager with the timely preparation and submission of election accounts.
- To deal with complaints from electors both verbally and in writing including by email including those who may be in a vulnerable state (bereaved customers or those with additional needs).
- To assist the Election Manager to set up and run elections and electoral registration accurately on the electoral management software, including the sending of data in accordance with the supply schedule set by our suppliers.
- To assist with the management of postal vote processes, including processing of applications, staffing and management of postal vote opening at elections and competent and accurate signature adjudication.
- To assist with the recruitment of staff for elections, working with colleagues to ensure staff have the right to work and their details are correctly recorded on the Returning Officer's payroll.
- To lead the training of staff on new processes and procedures as and when the need arises.

Primary Measurable Objectives

- To assist the Election Manager to deliver electoral events on behalf of the Returning Officer in accordance with legislated timetables and processes.
- To assist keeping and maintaining an electoral register on behalf of the Electoral Registration Officer ensuring it is as up to date and accurate as possible, keeping records of relevant statistics to inform future encouragement work, whilst working within current legislation.

Staff Management Responsibilities

- There is no line management responsibility but the role holder will supervise, coach and mentor the Election Assistant within the Election Team
- At certain times of year in the absence of the Election Manager:
 - To supervise, coach and mentor staff in the election team,
 - To supervise, coach and mentor around 500 casual staff employed to deliver elections and electoral registration functions on behalf of the Returning Officer and Electoral Registration Officer.

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	Minimum 5 GCSEs at Grade C or above (or equivalent) including Maths and English Hold the AEA Certificate in Electoral Administration, studying towards the certificate or significant experience elections/electoral registration. Detailed knowledge of legislation, election and electoral registration practices and procedures		Certificate Certificate/Application form/Interview Application form/Interview
Experience	Demonstrable work experience of elections and electoral registration Understanding of local government structures, political sensitivity and forthcoming change. Knowledge of GDPR rules governing electoral registration and elections Experience of working in a political environment, including the ability to remain impartial and recognise and respond appropriately to politically sensitive issues. Ability to supervise, coach and mentor staff.	Ability to understand budgets and assist with financial planning, recording and payments.	Application form/Interview
Job Related Skills, Knowledge & Abilities	Ability to supervise, coach and mentor a team. Ability to adapt quickly to changes in legislation and working processes.		Application form/Interview

Lancaster City Council - Job Description & Person Specification

	Fully developed ICT skills (Microsoft 365 is an advantage) including the use of electoral management systems. Accurate and effective attention to detail when data processing and in the production of documentation, calculations and plans.		
Personal Attributes Including Interpersonal & Communication Skills	Ability to work as part of a team, supporting and guiding others whilst managing and prioritising own workload using own initiative. Excellent communication skills both in writing and orally. Ability to motivate self and others to meet targets. Ability to work well under pressure. Ability to demonstrate understanding of equality, diversity and inclusion.		Application form/Interview
Special Requirements/Other	Full driving licence.	Experience of control and monitoring of budgets, especially within government spending rules.	Application form/Interview

Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

The Council has a **values and behaviours framework** which guide our decision making and help achieve our vision for our district and our residents. All employees must be mindful of these when undertaking their work.

Our values are :

PRIDE: We take pride in our work and are committed to continuing to make the Lancaster District a great place

OWNERSHIP: We take personal responsibility for our work and act with integrity

WORKING TOGETHER: We support, and are supported by, colleagues to achieve success together

AMBITION: We continually look to innovate and deliver in the best possible way we can.

The role requires the post holder to **work outside of normal office hours** including in the evenings and at weekends, to meet the needs of the service.

The **post is politically restricted**, so the holder will not be able to have any political role either in or out of the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office or from canvassing on behalf of a political party or a person who is, or seeks to be, a candidate. You are also restricted from speaking to the public at large or publishing any written or artistic work that could give the impression that you are advocating for or supporting a political party.

Understanding, implementation and adherence to Lancaster City Council's policies and procedures is essential and these can be found on the council's intranet pages.

Flexitime is applicable to this role, however **there are periods of time where leave will be restricted**.

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

All postholders are expected to undertake any training and development appropriate to the current and future needs of the post, ensuring all mandatory training is completed as required.

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

Lancaster City Council - Job Description & Person Specification

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.

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:	