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ourTeam

Electoral and Democratic Services Officer

Job Pack

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EMPLOYER RECOGNITION SCHEME BRONZE AWARD
Essex Family Friendly Employer
disability confident EMPLOYER
MINDFUL EMPLOYER
Essex Working Well Accreditation Level 3
Fostering Friendly The Fostering Network
Chelmsford City Council

Job Description

Job Title Electoral and Democratic Services Officer

Group Connected Chelmsford

Service Legal and Democratic

Grade 6

Responsible to Deputy Democracy and Elections Manager

1. Main Purpose of the Job

To assist with the provision of an effective and efficient electoral registration service and the efficient organisation and conduct of the elections. The postholder will also assist with Democratic Services and Civic Services as necessary.

2. Duties and Responsibilities

Electoral Registration

2.1 To assist with the organisation of the annual electoral registration canvass and the engagement of, allocation of work to, and training of temporary staff and canvassers.

2.2 To assist with the production by the due statutory date each year of as full and as accurate an electoral register as possible, using such sources of information as are available to the service and the Council.

2.3 To help maintain the register of electors through the rolling registration process.

2.4 To help maintain absent voters' lists and associated records.

2.5 To assist with the distribution of the electoral register to those entitled to receive it and the processing of payments for its supply.

2.6 To deal with enquiries from all sources related to the electoral register, including dealing with complex issues and complaints.

Elections

2.7 To assist in all respects with the planning, organisation and management of statutory elections and referendums.

2.8 To assist with the training of polling station and count staff.

Electoral administration

2.9 To promote registration and participation in elections; to provide information and publicity to the whole community on electoral matters and processes.

2.10 To assist in the review and implementation of electoral boundaries and the review of polling stations as necessary.

2.11 To help maintain, and provide to statutory bodies when required, statistical and performance information on the electoral register and the conduct and results of elections.

2.12 To assist with the ordering and maintenance of adequate supplies of stationery and equipment for electoral registration and elections.

2.13 To ensure the effective use of computerised systems for the efficient preparation and maintenance of the electoral register and the conduct of elections.

2.14 To maintain and update the Electoral Services web pages.

2.15 To attend when and where necessary AEA workshops and training courses as part of the postholder's duty to keep abreast of new legislation

Democratic & Civic Services

2.16 To assume responsibility for assigned meetings of the local authority and outside bodies, to co-ordinate and manage their work and in particular to:

- prepare and publish agendas in accordance with statutory timescales and ensure that officers meet local deadlines for the submission of draft reports
- ensure that reports to decision-making bodies include all the information and advice necessary to enable informed and valid decisions to be taken
- write and publish accurate minutes and records of members' and officers' decisions and disseminate the information in a timely manner
- provide, sometimes in a pressured environment, sound and accurate advice on the conduct of meetings
- write and present clear and comprehensive reports on behalf of the Legal and Democratic Services Manager or other officers
- carry out on behalf of the Lead Officers for internal and external bodies such research and other duties as may be necessary to support the functions of those bodies
- directly implement decisions of members on behalf of the Democracy Team and, on occasion, other Services

To disseminate to members of the public, local organisations, partners and the media information about the meetings of those bodies.

2.17 To advise councillors and senior officers on, and help ensure compliance with, corporate governance matters, in particular

- rules of procedure at meetings
- the Council's Constitution including the code of conduct

2.18 To undertake general administrative work and provide support to the Civic and Mayoralty functions as necessary.

3. Work Location

You will normally be based at Civic Centre, Chelmsford, but may be required to work from any other location within the Borough should circumstances make it necessary.

4. General Conditions

A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.

B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.

C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.

D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.

E. You will carry out your responsibilities with due regard to the Council's Equality, Diversity and Inclusion Policy.

F. You will be aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding children and vulnerable adults policy.

G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

Person Specification

	ESSENTIAL	DESIRABLE
Education/Qualifications		
Good general standard of education leading to a reasonable level of numeracy and literacy.	E	-
Degree or equivalent.	-	D
Membership and/or qualification with the Association of Electoral Administrators and/or Association of Democratic Services Officers.	-	D
Knowledge		
A good understanding of Electoral Registration and Election legislation and processes.	-	D
Knowledge of Local Government and its committee processes.	-	D
Practical knowledge of computerised electoral registration and elections systems, preferably the eXpress systems.	-	D
Experience		
Experience of undertaking detailed and complex administrative processes in a service orientated environment.	-	D
Previous experience of electoral or election work.	-	D
Local Authority experience, including providing committee support.	-	D
Personal Qualities and Attributes *Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:*		
An ability to research and interpret detailed and complex issues and legislation.	E	-

Good written communication skills to be able to produce accurate and concise guidance, instructions and reports in writing.	E	-
Interpersonal skills, able to relate to people at all levels. Provide advice confidentially and clearly, demonstrate empathy.	E	-
The ability to work within a team.	E	-
Accuracy and an attention to detail.	E	-
Ability to cope with a fluctuating and periodically heavy workload and meet strict deadlines.	E	-
Computer literate, able to operate competently in a computerised office environment.	E	-
A strong commitment to customer care and providing quality services.	E	-
A commitment to equality of opportunity.	E	-
Political awareness.	-	D
Physical ability to lift low to medium weights (ballot boxes, screens etc).	E	-
Ability to work with minimal supervision.	E	-
Ability to train staff on the conduct of elections and the electoral canvass.	-	D

Circumstances

Some weekend and evening work will be required (particularly at the time of elections and during the annual canvass).	E	-

Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

Accountability - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

Creativity - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

Learning and Encouraging - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

Collaborative - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

Trust - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

Salary – Grade 6 Scale Point 21 (currently £33,510 per annum, pro rata) rising to Scale Point 24 (currently £36,429 per annum, pro rata).

Please note, if stated on your application form that you wish to apply for the role on a part time or job share basis, The salary stated above will be pro rata'd to the contracted hours offered.

Hours – Full time; 37 hours per week

The normal working week for office staff is 37 hours. Normal office hours are worked between 8.45 a.m. and 4.45 p.m. on Monday - Friday.

Hybrid Working – We will be supportive of employees adopting a hybrid working pattern where this suits the role and the needs of the organisation. This means that in agreement with your manager you will have some flexibility over when and where you work. You will be expected to attend a Council work location for part of your working hours, but you can also work at home and other suitable locations as long as the needs of our customers and the service are met. Any work location must be assessed as suitable and the relevant workstation assessments undertaken. Please note that your contractual work location will be a Council office/site and you are able to work from this site for your full hours if you wish to do so.

Annual Leave – The Council operates a standard holiday year from April to March. The entitlement for annual leave for this position is 236.8 hours (32 days) and rising to 273.8 hours (37 days) after 5 years continuous service. This also includes a standard 8 Bank Holidays (59.2 hours), although this may vary depending on the number of Bank Holidays that fall in a particular leave year.

Your annual leave entitlement as above will be calculated on a pro-rata basis dependent on the number of hours you work. The number of equivalent days may also vary based on your working pattern.

Sickness - The provisions of the national Scheme of Conditions of Service apply which provides for up to 6 months full pay and 6 months half pay after 5 years continuous local government service.

Pension - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

Notice Period - The period of notice is 1 month.

Probationary Period - The appointment is subject to a three month probationary period.

Political Restriction – This post is politically restricted and the postholder will be subject to statutory requirements which generally prohibit them from being a Member of another Local Authority and restrict political activities whilst an incumbent of this post.

Criminal Records – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by clicking here.

Safeguarding – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

Equal Opportunities – Chelmsford City Council is an Equal Opportunities Employer.

Benefits

UK Healthcare Cashplan: The Council pays for a healthcare cashplan for all Permanent members of staff who have successfully passed their probationary period.

Professional Fees: The Council will pay the annual subscription to one professional body if this is a requirement of the post.

Employee Assistance Programme: Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.

Season Ticket Scheme: Staff can apply for a loan to purchase season tickets for travel to work by train or bus. You will be given a cheque for the full amount of the ticket and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary. There are some terms and conditions, and the scheme is not open to all staff.

Staff Travel Plan: The Council's Staff Travel Plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The Staff Travel Plan includes discounts such as 20% off season tickets. In addition there are shower and changing facilities, secure bike parking and parking spaces for car sharing. Regular Staff Travel promotions and events are held throughout the year.

Bike Loan Scheme: Staff can apply for a loan to purchase a bike or cycling equipment for travelling to work. An advance will be made via cheque (up to the value of £1000) and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary, which can save you up to 42%. There are some terms and conditions, and the scheme is not open to all staff.

Staff Discounts: Chelmsford City Council employees benefit from various discounts to many businesses in Chelmsford.

Subsidised Car Parking: Available for new employees, parking currently offered at Meadows Retail Multi-Storey.