

<b>Job Profile</b> <b>Electoral Services Assistant</b>	<b>Grade D</b>
<b>Job Purpose</b> Reporting to the Elections Manager  To support the Elections Manager in providing an effective and efficient Elections and Electoral Registration Service.  To provide general support within Electoral Services.  To maintain the person and professional development to meet the changing demands of the job, participating in appropriate training activities as required.  To provide support within democratic services as and when demand arises as directed by the Legal, Admin and Democratic Services Manager	<b>Experience &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Minimum of 3 GCSEs to include Maths and English (Grade C or above).</li> <li>• Experience of working in a busy electoral / democratic services environment (desirable).</li> </ul>
<b>Functional Responsibilities</b> <ul style="list-style-type: none"> <li>• To assist with the administration of elections and referendums taking place within the borough in accordance with statutory requirements.</li> <li>• To assist with the compilation, publication and maintenance of the register of electors.</li> <li>• To manage the monthly rolling registration process.</li> <li>• To maintain a register of service voters, European Union, Overseas, others and anonymous electors.</li> <li>• To process absent vote applications and maintain the Absent Voters Lists.</li> <li>• To collect and maintain accurate records of personal identifiers for postal voting security checks.</li> <li>• To give advice and assistance to customers in relation to the Register of Electors and Election enquires.</li> </ul>	<b>Knowledge, Skills and Abilities</b> <ul style="list-style-type: none"> <li>• Confident in dealing with basic customer queries in relation to the register of electors and election enquiries.</li> <li>• Basic understanding of council functions and the role of members.</li> <li>• Knowledge and understanding of Data Protection.</li> <li>• Commitment towards taking the Association of Electoral Administrators Foundation Course.</li> <li>• Good working knowledge of the different types of election e.g. national, local, referendums etc.</li> <li>• Good working knowledge of council functions and the roles of members including civic duties and the role of different committees.</li> <li>• Demonstrate understanding and ability to provide advice to electors with more complex queries in relation to the Register of Electors and Elections.</li> </ul>

<ul style="list-style-type: none"> <li>• To support all other areas of Electoral Services as required.</li> <li>• To support functions within Democratic Services as and when required.</li> <li>• To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and financial regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assist in the development and maintenance of the electoral services area of the web.</li> <li>• Ability to assist voters with online applications and amendments.</li> <li>• Assist in providing basic reporting.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Any other reasonable duties, as required commensurate with the grade and general nature of the post and having regard to the workload within Electoral Services and Democratic Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to assist supervising any casual staff such as canvassers and staff recruited during elections.</li> <li>• Ability and confidence to give basic advice to candidates and agents.</li> <li>• To assist with the preparation of detailed and complex reviews and reports.</li> <li>• To assist with the development and maintenance of the electoral services area of the website.</li> <li>• To have developed competence, gained experience and been given more autonomy to make decisions.</li> <li>• Show evidence of excellent performance.</li> <li>• To be able to work with minimal supervision and guidance.</li> </ul>