

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Chief Executives
SERVICE UNIT:	Electoral Services
POST:	Electoral Services Officer
GRADE:	PO1/2
RESPONSIBLE TO:	Legal and Democratic Services Manager

JOB SUMMARY:

To manage the delivery of an efficient, timely and cost effective electoral service, which complies with electoral legislation and regulations and one which meets performance standards set by the Electoral Commission in relation to electoral registration and elections.

This includes all matters relating to electoral registration, elections, referendums, and/or other polls.

MAIN DUTIES AND RESPONSIBILITIES:

To manage the organisation, co-ordination and conduct of all activities leading up to, during, and after elections, referendums and/or other polls.

To manage and organise the annual publication of the Register of Electors.

To develop and take responsibility for initiatives aimed at increasing registration and encourage public engagement in the electoral process.

Hold overall responsibility for developing, implementing and reviewing the legal responsibility to investigate and minimise electoral fraud, including acting as the Councils' representative in any investigations.

To ensure adherence to the Council's Health & Safety Policy.

To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.

To comply with the Council's Employee Code of Conduct

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

SPECIFIC RESPONSIBILITIES:

Under the direct supervision of the Returning Officer to be responsible for the planning, organisation and management of the election, electoral registration, referendums and related processes to ensure they are developed to and maintained to the highest standard.

Manage arrangements for the annual canvass and publication of the Electoral Register including annually reviewing options available, negotiating contracts with suppliers and developing codes of practice for temporary canvassers and support staff.

To maintain the Register of electors in accordance with relevant legislation and statutory deadlines (rolling registration?)

To provide advice and deal effectively with general queries, to both internal and external customers.

To be responsible for the recruitment, management and payment of all canvassers, election staff and other persons engaged for the efficient delivery of the elections service.

Manage the transition to and maintenance of the system for Individual Electoral Registration (IER) in line with legislation and guidance.

Develop and take responsibility for programming initiatives aimed at increasing registration and encourage public engagement in the electoral process.

To be fully conversant with, and develop and promote the use of the I.T based electoral registration and election management systems and support and train the Electoral Services Assistant and other temporary support staff (as appropriate) in their use.

To undertake reviews of polling districts and polling locations in the District and to support periodic electoral reviews by statutory bodies or other related reviews as required.

To prepare accounts for elections to meet standards set by the Election Claims Unit, submitting claims to budget and on time.

To provide information and evidence on behalf of the Council, including attending as a witness, in prosecutions or related matters arising from the electoral registration and voting process.

To manage the process for the annual renewal of postal vote identifiers.

To participate in the recruitment, selection, deployment, discipline, appraisal and welfare of staff attached to the section.

Ensuring the service meets/exceeds all performance standards set by the Electoral Commission.

Keep up to date with new legislation, contribute to business planning and developments concerning electoral reform and the modernising of electoral processes, evaluating and making representations on improvements, and managing the implementation of change.

Maintain contact with external organisations such as the Cabinet Office, Electoral Commission, Department for Communities and Local Government, Association of Electoral Administrators and other local authorities, and to represent the Council as appropriate on matters relating to electoral administration.

To manage the supply and sale of printed Register of Electors and Electoral data to appropriate bodies and in line with the Councils Financial Regulations.

To produce statistical information, returns and documentation to statutory bodies, including Electoral Commission, Political parties etc.

To manage and keep up to date the Electoral Services section of the Council's website.

Any other duties, commensurate with the grade of the post.

Date issued: June 2015 Issued by: Chief Executive