

## Job Description and Person Specification

<b>Post Title:</b>	<b>Senior Elections &amp; Governance Officer</b>
<b>Reports to:</b>	<b>Elections &amp; Governance Manager</b>
<b>Scale:</b>	<b>5</b>
<b>Politically Restricted:</b>	<b>Yes</b>

### Overall Purpose

- To provide high level customer services support and administration as part of the Electoral Services Team.
- To contribute to the maintenance of the Electoral Register and the administration of scheduled and unscheduled elections/referendums.
- To support and assist work related to the governance arrangements of Blaby District Council and Local Government Reorganisation as required.

### Key Roles, Tasks and Responsibilities

#### Elections

1. To carry out and oversee all data input, processing, and all other associated work for the maintenance of the electoral register, to include processing applications and administering changes to records using Electoral Management Software.
2. To project lead, the delivery of scheduled and unscheduled elections and referendum. To include:
  - Recruitment and training of temporary staff
  - Securing polling station venues, and identifying alternatives where necessary
  - Preparation of ballot boxes and associated paperwork
  - Preparation for the verification and counting of votes
  - Provide advice and guidance to election candidates and agents
3. To project lead the Annual Canvass and door knock activities, including:
  - To support the Elections & Governance Manager with planning the timetable
  - Recruitment, training and supervision of temporary staff in connection with the annual canvass door knock, and arrange payment to staff;
  - Liaising with print suppliers with our requirements, and the subsequent production and provision of data
  - Working with the Communications team to produce a communications plan
  - Provision of the published register to relevant stakeholders in line with statutory requirements
4. To be the first point of contact in the absence of the Elections & Governance Manager as required.

5. Arranging for the printing, checking, sale (where required) and distribution of registers to elected members, parish clerks, credit reference agencies and local government bodies within legal requirements.
6. To provide accurate advice to customers relating to the electoral register and elections, whilst ensuring full compliance with statutory requirements and maintaining the integrity of confidential data.
7. To respond to and follow up queries via telephone, email, letter and/or face to face, liaising with customers, partners, departments across the Council and Council Members as required.
8. Responsible for the maintenance of all letter templates, report production and updating digital records on the Electoral Management System.
9. To co-ordinate the review of polling districts and polling places in accordance with legislative processes and assist with the preparation of the appropriate reports.
10. To assist with community governance reviews, including arrangements for public consultation, evaluating responses and drafting reports for consideration by the Council.
11. To liaise with Parish Clerk when Casual Vacancies arise, including proof reading vacancy notices and monitoring requests for election.
12. In conjunction with the Elections & Governance Manager, draft proposals and provide statistical information in response to Periodic Electoral Reviews and Parliamentary Constituency reviews undertaken from time to time by the Electoral Boundary Commission for consideration by the Council.
13. To respond to Freedom of Information requests and formal complaints as required.
14. To develop and maintain knowledge of all relevant electoral legislation and Electoral Commission guidance as required.

## **Governance**

15. To support all work related to the governance arrangements of Blaby District Council and Local Government Reorganisation as required during the devolution process. Primarily this may involve working with Democratic Services to facilitate governance projects and to advise on best practise solutions.

## Post Characteristics

**Allowances:** None

**Security/safeguarding checks:** None

## Health and Safety Responsibilities

- To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
- To take reasonable care for health and safety of yourself and others.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
- To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
- To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

## Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

## Person Specification

### Knowledge

#### Essential:

Knowledge of electoral legislation (including both elections and electoral registration) (3,4\*)

Understanding of Electoral Commission guidance and performance indicators (3,4\*)

Project management (3,4\*)

**Desirable:**

Knowledge of operating an electoral management system, or other similar databases (3,4\*)

Understanding of Local Authority governance arrangements (i.e committee system, constitution and cabinet structure) (3,4\*)

Public sector environment, including an understanding of political sensitivities (3,4\*)

**Experience**

**Essential:**

Experience of working in a customer-service or front-facing role, dealing with the public (3,4\*)

Experience delivering projects (3,4\*)

**Desirable:**

Electoral Services or Democratic Services experience (3,4\*)

Experience working with sensitive information (3,4\*)

Experience in assisting with the conduct of elections and electoral registration (3,4\*)

**Skills/Abilities**

**Essential:**

Self-motivated with the ability to work on own initiative and resolve day to day queries independently (3,4\*)

Excellent oral and written communication skills (3,4\*)

Ability to manage time effectively to meet tight deadlines (3,4\*)

Exceptional IT skills to include a working knowledge of Microsoft Office (3,4\*)

High levels of attention to detail (3,4\*)

Ability to work effectively under pressure (3,4\*)

**Desirable:**

Ability to understand complex legislation (3,4\*)

### **Qualifications/Training**

#### **Essential:**

3 A-levels or equivalent (3,5\*)

AEA Qualification or willingness to study (3,5\*)

#### **Desirable:**

Degree or equivalent (3,5\*)

### **Other**

#### **Essential:**

Evening and weekend working will be required during peak periods (during annual canvass, election periods and occasional committee meetings) (3,4\*)

Must be able and willing to travel to venues around the county (3,4\*)

Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

### **Job Description and Person Specification details:**

Reviewed by: Elections & Governance Manager

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