

## JOB SUMMARY

|                     |  |                  |    |                                |    |                         |      |
|---------------------|--|------------------|----|--------------------------------|----|-------------------------|------|
| <b>Post Title</b>   | Senior Elections & Local Land Charges Officer (Career Grade) |                  |    |                                |    |                         |      |
| <b>Job Family</b>   | Business Support   | <b>Pay Range</b> | 10 | <b>Line Manager to others?</b> | No | <b>Role profile ref</b> | BS10 |
| <b>Service Area</b> | Corporate Services   |                  |    |                                |    |                         |      |
| <b>Line Manager</b> | Elections and Land Charges Manager                           |                  |    |                                |    |                         |      |
| <b>Location</b>     | Sea Street, County Hall and Agile mix (Hybrid working)       |                  |    |                                |    |                         |      |

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| <p><b>Job Purpose</b></p> <p>In conjunction with the Elections and Land Charges Manager assist and take the occasional lead role in the delivery of a comprehensive, high-quality, and efficient service in relation to the effective discharge of the Council's Elections and Local Land Charges function.</p> <p>To be able to carry out all electoral and local land charges tasks, having gained the necessary knowledge and experience.</p>  |
| <p><b>Job Context/key outputs</b></p> <p>As per Grade 9, plus the following:</p> <ul style="list-style-type: none"> <li>• To take the lead and accountability for the efficient, effective and accurate preparation and maintenance of the Electoral Register in accordance with statutory requirements and deadlines, including i) Monthly rolling registration; ii) Applications for inclusion of special category voters including service voters, overseas electors and European Union citizens; iii) Absent voter applications and the appointment of proxies and postal proxies.</li> <li>• To lead and direct all arrangements for the annual canvass programme leading to the publication of the Register of Electors, including i) Arrangements for recruiting, supervising monitoring performance and payment of temporary staff and canvassers; ii) Printing, issue and processing of associated forms; iii) Publication of a complete and accurate Register in accordance with statutory requirements.</li> <li>• Assume responsibility for ensuring the register of local land charges is maintained according to HM Land Registry standards.</li> <li>• To lead on the development and maintenance of clear and comprehensive process notes or instructions for common activities or tasks across all team disciplines.</li> <li>• Undertake and be responsible for the associated outcomes in the role as deputy returning officer in all tasks relating to local/national elections, with a view to building experience and expertise.</li> <li>• To attend and subsequently disseminate information or learning from AEA meetings, training or events/conferences (subject to attendance approval).</li> </ul> |

| <b>Knowledge, Skills and Experience</b>  |   |                  |                  |
|--|---|------------------|------------------|
| <b>Role Profile requirements.</b>  | <b>Job specific examples.</b><br>(if left blank refer to left hand column)  | <b>Essential</b> | <b>Desirable</b> |
| Relevant experience within the service area / profession, with evidence of appropriate specialist knowledge. | Substantial relevant experience and evidence of working in a multi-disciplinary service area, with the ability to demonstrate evidence based specialist knowledge | <b>E</b>         |                  |

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| <p>Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.</p>  | <p>An authoritative understanding of electoral and local land charges processes and procedures and professional guidelines/standards and the systems used to support the service requirements.</p>   | <p align="center"><b>E</b></p> |                                |
| <p>Good knowledge of other areas of the authority relevant to the service.</p>   | <p>A clear understanding of other council service processes that work in conjunction with the service delivery, such as recruitment processes (HR), budget monitoring (Finance) and Legislation (Legal)</p>  | <p align="center"><b>E</b></p> |                                |
| <p>Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.</p>  | <p>A considerable track record of the application of experience using word processing packages, spreadsheets, and communication tools (such as MS teams) and Share Point.</p> <p>Experience of research and development of new technologies to deliver service improvements, task simplification and efficiency or budget savings</p>  | <p align="center"><b>E</b></p> | <p align="center"><b>D</b></p> |
| <p>Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand.</p> <p>Proven ability to build relationships and engage successfully with the stakeholder community.</p> | <p>Able to demonstrate excellent and effective interpersonal and communication skills, including the ability to present complex information to a diverse audience in simplistic terms or format.</p> <p>Working with the Elections and Land Charges Manager to build relationships with those service users wishing to stand for election or act in the capacity of election agent.</p>  | <p align="center"><b>E</b></p> |                                |
| <p>Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.</p> <p>Good problem solving and analytical skills.</p>   | <p>Strong demonstration of time management and organisational skills to prioritise workloads within existing resources, co-ordinating workloads and monitoring progress/actions taken and successful delivery against time critical deadlines are achieved.</p> <p>Proven capability to horizon scan for potential problems and the application of associated solutions, using own initiative and taking responsibility for actions taken.</p> | <p align="center"><b>E</b></p> |                                |

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|  | Ability to understand and interrogate data/information and to be able to present or explain findings to colleagues or peers.   |                  |                  |
| Good literacy, numeracy and report writing skills. High level of technical expertise in analysis, data manipulation. | Production and presentation of reports similar to those presented to council committees, covering a broad range of subjects.<br><br>Production of election documents related to election processes (such as statement of persons nominated, declarations of results etc).  | <b>E</b>         |                  |
| Understanding how to deal with customers appropriately.  | Ability or experience in dealing with service users, and the identification and suggestion/provision of accurate advice, using established knowledge directly, without the need to defer to peers or colleagues.<br><br>Showing the application of de-escalation techniques when dealing with challenging or pressurised situations. | <b>E</b>         |                  |
| Experience of contributing to full project delivery as part of a team.   | Evidence of the direct impact and involvement in the delivery of elements of a project, that have contributed to the wider delivery of a full project/programme.   | <b>E</b>         |                  |
| Experience or training sufficient to ensure financial processing/budget monitoring is completed accurately.          | An understanding of budget monitoring, including expenditure and processing controls.  | <b>E</b>         |                  |
| <b>Qualifications</b>  |  |                  |                  |
| <b>Role Profile requirements.</b>  | <b>Job specific examples.</b><br>(if left blank refer to left hand column)   | <b>Essential</b> | <b>Desirable</b> |
| Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.                      | See progression requirements below.  | <b>E</b>         |                  |
| Relevant professional / vocational qualification.  | AEA Certificate and LLCl Certificate.  | <b>E</b>         |                  |
|  | Evidence of undertaking management development and ongoing CPD.  |                  | <b>D</b>         |

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| Professional registration may be required.  | Attendance and active participation in AEA meetings, training or conferences, if authorised. |          | <b>D</b> |
| <b>Progression requirements to grade 10</b>   |  |          |          |
|   | Completion of the AEA Certificate and LLCI Certificate, during grade 9.                      | <b>E</b> |          |
|   | Commencement of the Diploma in Electoral Administration.                                     | <b>E</b> |          |
|   | To be able to carry out <b>all</b> electoral and local land charges tasks.                   | <b>E</b> |          |
|   | Progression to grade 11 is not guaranteed and is dependent on budget availability.           |          |          |
| <b>Other Requirements</b>   |  |          |          |
| Ability to work occasional flexible hours, including evenings and weekends            |  | <b>E</b> |          |
| Being politically aware whilst working in a political environment                     |  | <b>E</b> |          |
| May require relevant certifications including evidence of fluency in English language |  | <b>E</b> |          |
| Commitment to continuous personal development   |  | <b>E</b> |          |
| Undertake any other duties commensurate with the grade and role                       |  | <b>E</b> |          |