

JOB SUMMARY

Post Title	Senior Elections and Local Land Charges Officer						
Job Family	<i>Business Support</i>	Pay Range	8	Line Manager to others?	No	Role profile ref	BS08
Service Area	Corporate Services						
Line Manager	Elections and Land Charges Manager						
Location	Sea Street, County Hall and Agile mix (Hybrid working)						

Job Purpose

To carry out all major electoral and local land charges tasks, having gained the necessary knowledge and experience.

Job Context/key outputs

- To ensure comprehensive high-quality support is provided to the Elections and Land Charges Manager in carrying out all aspects relating to the maintenance of the Local Land Charges Register, and to input and reply to all types of search enquiry.
- To carry out all aspects of the registration accurately and efficiently of electors and the conduct of elections, in line with statutory legislation and regulation.
- To identify and partake in any training or development provision or requirement, with a view to building personal development and understanding in the delivery of the elections and local land charges service.
- To nurture the effective network of relationships and contacts developed by the Elections and Land Charges Manager over many years and to continue to build and develop such relationships.
- To gain an understanding through personal development and co-working with the Elections and Land Charges Manager on the provision of independent and impartial advice and guidance including to elected members, agents, prospective candidates, and the general public.
- To support the Elections and Land Charges Manager in the preparation and delivery of any election activity project plan, including comprehensive process notes.
- Undertake any other such duties or tasks that might be assigned from time to time by the Elections and Land Charges Manager.

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Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	Substantial experience of working in a busy multi-disciplinary office environment.	E	
Extensive working knowledge of relevant processes and systems.	Extensive working knowledge of the practices and procedures relating to Elections and/or Local Land Charges including an awareness of relevant legislation.		D
	Appreciation of all basic principles of office-based work, including Data Protection.	E	
Considerable knowledge of the service provided in own area.	Demonstrated work experience and understanding of work in Electoral Services or Local Land Charges (or both) or a similar comparable work environment.		D
Strong ICT skills including use of Microsoft applications.	Considerable knowledge of word processing packages, spreadsheets, and communication tools (such as MS teams) and Share Point.	E	
Good verbal and written communication skills with the ability to explain information in a way that a non-specialist can understand.	Able to demonstrate excellent and effective interpersonal and communication skills, including relationship development.	E	
Good planning and organisational skills.	To demonstrate initiative and high-quality process/action planning and record keeping.	E	
Numerate	Understanding of financial expenditure including capital and revenue funding streams		D
Accurate with attention to detail.	Able to evidence ability to work swiftly and accurately in the production of key outputs or actions.	E	
Understanding of how to deal with customers appropriately.	Ability or experience in dealing with service users, who can be challenging or during pressurised situations.		D
Experience of contributing to projects as part of a team	Evidence of the positive contributions made in the delivery of a project(s)		D

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Proven ability to prioritise workloads and achieve deadlines.	Considerable experience of managing complex work packages, and able to evidence ability to prioritise workloads in line with required deadlines or changing priorities.	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 standard or able to demonstrate equivalent experience.	Educated to level 4 standard in a relevant subject such as business administration or elections or able to demonstrate equivalent experience.	E	
	Willingness to undertake relevant training and /or qualification up to degree level (grade 10/11 role).	E	
Progression Requirements			
	Items listed under Grades 9 – 11 are the requirements to progress to those grades.		
Other Requirements			
Ability to work occasional flexible hours, including evenings and weekends		E	
Being politically aware whilst working in a political environment		E	
May require relevant certifications including evidence of fluency in English language.		E	
Undertake any other duties commensurate with the grade and role		E	