

## JOB SUMMARY

<b>Post Title</b>	Senior Elections & Land Local Charges Officer (career grade)						
<b>Job Family</b>	Business Support	<b>Pay Range</b>	9	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	BS09
<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)						

<p><b>Job Purpose</b></p> <p>To support the Elections and Land Charges Manager in the provision of a high-quality and efficient service in relation to the effective discharge of the Council's Elections and Local Land Charges function.</p> <p>To carry out all major electoral and local land charges tasks, having gained the necessary knowledge and experience.</p>
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<p><b>Job Context/key outputs</b></p> <p>As per Grade 8, plus the following:</p> <ul style="list-style-type: none"> <li>To deputise for the Elections and Land Charges Manager, as necessary.</li> <li>To undertake the review of all existing procedures and system approaches, in conjunction with team colleagues, with the view of suggesting alternatives.</li> <li>Maintain an up-to-date knowledge of all relevant legislation and good practice, to ensure the service and wider council is compliant with its conduction of electoral and local land charges responsibilities, in accordance with the law and best practice.</li> <li>Maintain and seek to expand on the established connections with industry stakeholders, including, but not limited to the Association of Electoral Administrators (AEA), Local Land Charges Institute, The Electoral Commission, relevant Government departments and other local authority services nationally.</li> </ul>
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<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Practical experience acquired through a combination of training and on-the-job experience, demonstrating development through a series of progressively more demanding and relevant work roles.	Substantial experience and evidence of working in a multi-disciplinary office environment, where progression can be demonstrated regarding the understanding and complexity of tasks undertaken.	<b>E</b>	
Authoritative knowledge of relevant processes, systems, policies and procedures.	An authoritative understanding of electoral and local land charges processes and procedures and the systems used to support the service requirements.		<b>D</b>
Good knowledge of other areas of the authority relevant to the	Demonstrated knowledge or work experience and understanding of	<b>E</b>	

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service.	work in Electoral Services or Local Land Charges (or both) and/or a similar comparable work environment.		
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	Considerable knowledge of word processing packages, spreadsheets, and communication tools (such as MS teams) and Share Point.	<b>E</b>	
Excellent written and verbal communication skills and the ability to build relationships and influence others based on knowledge of the area.  Proven ability to explain technical / specialist information in a way which a non-specialist can understand.	Able to demonstrate excellent and effective interpersonal and communication skills, including relationship development.  Proven track record in the provision of specialist information delivery in a format that can be easily understood.	<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise workloads, monitor and evaluate work, to ensure deadlines are achieved.  Good problem solving and analytical skills.	A track record in the application of time management and organisational skills to prioritise workloads, within existing resources, whilst ensuring time critical deadlines are achieved, backed by effective record keeping.  Evidence of the supply of solution-based resolutions to identified problems. Ability to understand and interrogate data and information.	<b>E</b>	
Numerate	An understanding of expenditure and reconciliation council policies and procedures		<b>D</b>
Accurate with attention to detail.	Able to evidence ability to work swiftly and accurately in the production of key outputs or actions.	<b>E</b>	
Understanding of how to deal with customers appropriately.	Ability or experience in dealing with service users, and the identification and suggestion/provision of correct advice, using established knowledge.  Showing the application of de-escalation techniques when dealing with challenging or pressurised situations.	<b>E</b>	

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Experience of contributing to projects as part of a team	Evidence of the positive direct impact contributions have made in the delivery of a project outcome(s)	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to level 4 standard or able to demonstrate equivalent experience.	See progression requirements below.	<b>E</b>	
Relevant professional/vocational qualification	AEA Foundation Course and LLCI introductory.	<b>E</b>	
<b>Progression requirements to grade 9</b>			
	Completion of the AEA Foundation Course and LLCI introductory Courses during Grade 8.	<b>E</b>	
	Commencement of AEA Certificate and LLCI Certificate.	<b>E</b>	
<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 and pursuing of continuous personal development		<b>E</b>	
Undertake any other duties commensurate with the grade and role		<b>E</b>	