

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Deputy Elections Manager |
| HBC Grade: | **HBC7** |
| Service: | **Democratic Services** |
| Division: | **Legal and Democratic Services** |

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| **Main Purpose of the Role** |
| To assist and deputise (in the absence of or request of) the Electoral Services Manager in his/her role in undertaking the statue role in preparation and maintenance of the Register of Electors in accordance to the 1983 Representation of the Peoples Act and relevant legislation and all arrangements for Local, Parliamentary, Referenda and Parish Council elections in the Halton Borough Council area. Confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation by conducting audits to ensure compliance with the data protection act. Providing strategic management, support, advice and guidance of the electoral processes throughout the year. |

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| **Key Duties** | |
| **1** | To directly support and work with and deputise in the absence of or under the instruction of the Electoral Services Manager (ESM) at meetings, supervision of staff, providing information and guidance to senior officers, elected members, candidates, politicians and political parties. Provide support for the main responsibilities of the ESM post, assisting with the most important tasks of the ESM role on behalf of the Returning Officer or Acting Returning Officer. Carrying out all necessary duties placed upon the Registration Officer by statue. |
| **2** | To work as a key member of a team with the ESM, and any temporary staff used during key events such as elections and the annual canvass. Including senior managers, executive officers both within HBC and the surrounding districts. |
| **3** | To provide supervision, training and support to the Returning Officer, Elected Members, potential candidates and temporary staff as directed by the ESM or in the ESM’s absence. |

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| **4** | To assist or deputise for the ESM with the following areas of responsibility:  Delivery of all arrangements for Local, Parliamentary, Police & Crime Commissioner, Combined Authority Mayoral, Referenda and Parish Council elections in the Halton Borough Council area. In accordance with legislation as directed by the ESM. Including Parliamentary cross boundary constituencies) and current legislation. Which include assisting with electoral and boundary reviews, including polling district, polling place, ward, borough and parliamentary constituencies. | |
| **5** | Project planning and management of the electoral processes and contribute to policy development whilst dealing with changing circumstances and priorities | |
| **6** | To To be the lead officer for the postal voting requirements of the electoral process and maintain the postal, proxy and postal proxy voter lists. In consultation with the ESM to organise, co-ordinate and supervise the issue and opening of postal votes including the training of postal vote staff. | |
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| **7** | To be the lead officer in promoting registration in order to maximize registration rates and involvement in planning strategic outreach work to promote numbers of those voting and increase the understanding of the democratic process. To ensure Halton stays at the forefront of electoral administration and good practice. By assisting with the planning and co-ordination of campaigns to encourage voter participation and promote voter awareness through the borough. | |
| **8** | | To assist with the submission of the necessary statistics and returns of performance standards to the Electoral Commission and Government Departments for both Elections and Electoral Registration. Provide responses on behalf of the Returning Officer and Electoral Registration Officer for consultation papers. |
| **9** | | Contribute to the management of the electoral services section reporting directly to the ESM or in consultation with the Returning Officer and Operational Director Legal & Democratic Services. |
| **10** | | The recruitment and to take lead role in management and supervision staff working temporarily in the Electoral Services team from other services at times such as an election, referendum or canvass. Ensuring compliance with the recruitment process and enable the payment of temporary staff using Electoral package and having working knowledge of real time information, payments, HMRC personal taxation. |
| **11** | | Significant support and responsibility in the production of business and service plans which are regularly updated and discussed. The business plan address both strategic and operational issues for business continuity. |

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| **12** | In the absence of the Members Services Officer, to assist Members with Constituency and Ward matters relating to legal obligations. To produce letters, emails, posters and answer enquires for the Members when required. To assist when Members encounter problems operating IT and office equipment. |
| **13** | Manage the production and transmission of data, either in data format to Government departments, Elected Members, Parish Councils, Candidates, Agents of Candidates, council officers and external contractors. |
| **14** | Assist with the preparation of accounts for Parliamentary, Police & Crime Commissioner and Combined Authority Mayoral elections. |
| **15** | Ensuring the electoral registration and elections computer management systems are upgraded and maintained as necessary |
| **16** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
| **NB:** | **Due to the nature of the duties there are periods of the year when annual/flexi leave will be restricted. Hours of work will not conform to the standard week during election periods. You may also be required to work outside office working hours, including weekends during the election and registration time.** |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **EDUCATION / QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| Minimum of 3 GCSEs (or equivalent) to include Maths and English grade C or above.  Word Processing or equivalent qualification.  Hold the Association of Electoral Administrators Certificate Qualification.  Membership of the Association of Electoral Administrators.    In-depth working knowledge and experience of the law, legislative concepts and principles and the practice of elections and electoral registration work and experience of a lead role in roll out of canvass reform.  Significant experience in the conduct of elections and other electoral events (to include parliamentary and local government elections including recruitment of temporary staff, preparing necessary documentation and various other tasks required for organising an efficient and successful election. |  | Application Form.  All essential qualification certificates must be presented at interview. |

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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | In depth working knowledge and experience of the law, legislative concepts and principles and the practice of elections and electoral registration work and experience of a lead role in the roll out of Canvass Reform. | Application / Interview |
| Significant experience in the conduct of elections and other electoral events (to include Parliamentary and local government elections. Including recruitment of temporary staff, preparation of necessary documentation and the various other tasks required for organising an efficient and successful election. | Application / Interview |
| Experience of supervision and training of staff. | Application / Interview |
| Experience of monitoring/managing and accounting for election and electoral budgets and election accounts. | Application / Interview |
| Experience of project management and project execution. | Application / Interview |
| Experience of report writing | Application / Interview |
|  | Availability to work outside work hours. | Application / Interview |
| **KNOWLEDGE** | Extensive knowledge of the Representation of the People Ace 1983 and the legal and technical of the conduct of elections, referenda and BID Ballots | Application / Interview |
| Extensive knowledge of the statutory functions and legal and technical aspects of electoral registration including Individual Electoral Registration and Canvass Reform | Application / Interview |
| Understanding of the processes and structure of local government, including the contribution made by electoral services | Application / Interview |
| **SKILLS & ABILITIES** | Highly developed communication, interpersonal skills, customer relations and mediation skills in order to create good working relationships with politicians, community representatives and officers of the council and external agencies at all levels. | Application / Interview |
| Ability to work effectively under pressure to meet tight deadlines and respond to conflicting demands, during lengthy periods of time i.e. during key registration and election periods operating effectively. | Application / Interview |
| Able to motivate staff and maintain effective team working. | Application / Interview |
| Ability to train staff and create and deliver presentations to various audiences. | Application / Interview |
| Able to analyse and interpret information/government & electoral guidance from a variety of sources. | Application / Interview |
| A high degree of flexibility with the ability to organise, prioritise and take responsibility for a demanding and diverse workload. | Application / Interview |
| Competent in the use word processing, spreadsheet and database applications. | Application / Interview |
| Ability to respond positively and constructively to change and new initiatives. | Application / Interview |
| Significant experience of organising own workload. | Application / Interview |
| A working knowledge of computerised Civica election management/ registration system; Microsoft Outlook and other associated corporate software. | Application / Interview |
| Excellent political awareness skills, and maintain strict confidentially at all times over aspect of work. | Application / Interview |
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| Ability to work effectively and appropriately within a political environment and handle confidential issues discreetly and tactfully. | Application / Interview |
| Ability to use generic management skills to provide cover for other managers as and when required. | Application / Interview |
| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Previous experience of working within an elections/ electoral registration office environment. | Application / Interview |
| Experience of a significant role in completion of a council’s elections accounts in relation to elections. | Application / Interview |
| Experience of monitoring/managing and accounting for budgets. | Application / Interview |
| Experience of project management. | Application / Interview |
| **KNOWLEDGE** | Knowledge for the legal and technical aspects of electoral registration and the conduct of elections. | Application / Interview |
| Hold the Association of Electoral Administrators Certificate qualification. | Application / Interview |
| **SKILLS & ABILITIES** | General knowledge of local government and the role of Elected Members of the Council. | Application / Interview |
| Experience of report writing | Application / Interview |
| Experience of liaising with contractors and suppliers | Application / Interview |
| Able to think creatively and respond positively to change. | Application / Interview |
| Ability to work flexibly including work outside normal hours especially during election and annual canvass. | Application / Interview |
| Ability to Manual handling means by hand. It includes lifting, putting down, pushing, pulling, carrying or moving loads regularly throughout the year. | Application / Interview |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| **Driving Licence** |  | Interview / Assessment / Documentation |
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Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.