Senior Electoral Services Officer

JE Code: JE2319

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** |
| **Service** | Democratic Services |
| **Reports to:** | Electoral Services Manager |
| **Job Family** | TBC |
| **Grade:** | G |
| **Political restricted** | Y |
| **Date:****JE Code:** | November 2021JE2319 |

**Key Deliverables**

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| **1.** | To be responsible for the day-to-day administration and supervision of electoral registration, absent vote and voter identification activities, ensuring workloads are prioritised and processed in accordance with statutory requirements as directed by the Electoral Services Manager.  |
| **2.** | To keep abreast with changes and developments in electoral law, procedures and best practice, and developments in technologies and advise how these should be incorporated into the work of the service. |
| **3.** | To support the Electoral Services Manager to ensure that the arrangements for the conduct of all elections, which fall to be organised by the Council, are efficient and lawful, leading on specific elements of the election process, as directed. |
| **4.** | To co-ordinate staffing allocations for elections and the annual electoral canvass, including recruitment, allocation, training, performance management and payment of staff in accordance with operational and legislative requirements. |
| **5.** | To manage operational relationship between Electoral Services and Milton Keynes’ Customer Service Centre, ensuring up to date guidance and materials are provided to Call Centre staff, following up on compliance issues and resolving complex queries. |
| **6.** | To lead delivery of outreach and engagement activities and to encourage electoral registration and democratic participation amongst Milton Keynes’ citizens. |
| **7.** | To support the Electoral Services Manager in the completion of boundary reviews such as reviews of UK Parliamentary Constituencies, Council ward and community governance reviews and reviews of polling districts and polling places.  |
| **8.** | To support and assist with responses to communications submitted by e-mail, in writing, or in person and investigate complaints, or draft responses to complex enquiries. To investigate and recommend action arising from complaints to the Electoral Services Manager as appropriate. |
| **9.** | To deputise for the Electoral Services Manager, within the scope of the postholder’s abilities and responsibilities, including representing the service at regional and professional body level. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs.*

Job Family

Professional/Technical

Grade G

**Essential Requirements (key skills & qualifications)**

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| **1.** | Demonstrable extensive recent experience of working in electoral services with a good standard of knowledge of all aspects of electoral law and all electoral matters |
| **2.** | Certificate in Electoral Administration or ability to demonstrate competence to the equivalent standard. |
| **3.** | Experience of using and administrating the Xpress election management system, or similar. |
| **4.** | Evidence of ability to manage own and other’s workloads and priorities whilst under pressure, whilst maintaining accuracy and always ensuring that statutory deadlines and targets are met.  |
| **5.** | Ability to develop relationships and communicate effectively, proactively and sensitively with a wide range of internal and external stakeholders including officers, elected members, MPs and members of the public. |
| **6.** | Experience of basic financial management, such as raising and processing purchase orders, reconciling payments, identifying correct cost centres / headings and analysing spend / commitments against an agreed budget.  |
| **7.** | Experience of having worked to a project management and risk management methodology.  |
| **8.** | Experience of having prepared and delivered training or briefing sessions to colleague and stakeholders.  |

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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role Characteristics

At this level roles require an in depth, theoretical understanding of their particular discipline to solve complex problems, offer evidence based, provide authoritative advice to colleagues / service users and manage teams and/or other resource assets.

### The Knowledge and skills required

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline, such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

Roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, Planning and Communication

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day to day issues to contend with, they will also need to plan some months ahead to achieve medium-term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice

**Decision Making and Innovation**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people whether external service users or partners, and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have only modest levels of responsibility for finance, information assets, equipment and/or premises.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

### Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.