

Fixed Term Elections Staffing Co-ordinator

JE Code: JE2453

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | Democratic Services |
| **Reports to:** | Electoral Services Manager |
| **Job Family:** | Professional / Technical |
| **Grade:** | E |
| **Political restricted:** | N |
| **Date:** | November 2022 |

**Key Deliverables**

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| 1. | To be the primary contact for polling and count staff at elections (circa 400 appointments), including fielding enquiries from prospective staff. |
| 2. | To work alongside the Electoral Services Manager and Senior Electoral Services Officer to agree appropriate staffing levels, for polling stations and for the counting of votes, including appropriate contingency levels. |
| 3. | To promote and monitor digital training completion for polling staff, including assisting staff to trouble shoot minor IT issues associated with accessing digital training. |
| 4. | To ensure the Electoral Management System is updated to reflect the range and number of positions to be filled, including the appropriate pay level, as directed by the Electoral Services Manager. |
| 5. | To allocate prospective staff to various vacancies and to monitor, chase and ensure that allocated staff return required details and documents, such as bank details, right to work and tax status. |
| 6. | To accurately complete various digital processes associated with staffing based on published user guides, including job offers, monitoring acceptance, reallocating jobs, preparing and updating letter and other templates and printing / dispatching final written instructions. |
| 7. | To assist as required with the running of the elections, including from time to time answering common enquiries from staff and voters, about the polling process and in particular additional new requirements such as that for voters to provide voter id, or process applications from voters without identification, for an alternative voter authority certificate. |

*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*

Essential Requirements (key skills & qualifications)

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| 1. | Demonstrable familiarity of the nature and complexity of electoral processes such as polling and the counting of votes.  |
| 2. | Proven experience of administration work and IT literacy. Business Administration NVQ level 3 or equivalent experience. |
| 3. | Evidenced excellent attention to detail and the ability to record and transpose information accurately and efficiently. |
| 4. | Proven good communication skills, including the ability to relay information and respond to enquiries accurately and efficiently. |
| 5. | Proven ability to work in a pressurised environment and according to a fixed timetable. |
| 6. | Willingness and availability to work unsociable hours in key periods during the election timetable. |



Job Family

Professional/Technical

Grade E

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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 with dedicated specialist qualifications or an equivalent level of direct experience in their particular field, job holders deal autonomously with complex issues, analysing and forming judgements about not only their own technical or professional specialism, but also the attendant resource, finance, planning and similar issues that combine to challenge the job holder.

### The knowledge and skills required

The range of knowledge required for these roles includes an understanding of the policies and procedures across the specialist area in which job holders work, as well as a solid underpinning of technical knowledge gained through dedicated formal education.

Job holders will have been working within the specific field for a reasonable time, such that they have been exposed to many of the routine and more unexpected circumstances of their role.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, 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.

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 Professional Technical 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.