

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Electoral Services Assistant	Location:	Witney
Job group:	Specialist - Level 1	Peer group no:	PGC14
Reports to:	Electoral Services Manager	Working hours:	37 hours per week
Business World Post number:		Line management responsibility:	None
		Direct Reports:	None
FTE Salary pro rata:	£25,211 - £26,217	Contract type:	12 month fixed term contract
		Further detail:	
Main purpose of this specific role:	Publica is looking for an Electoral Services Assistant to be part of our busy elections team, assisting West Oxfordshire District Council with the smooth running of elections and associated activities.		
Essential qualifications/skills/ experience specific to this role:	<p>Qualifications</p> <ul style="list-style-type: none"> GCSEs (5 A-Cs or equivalent, including Maths and English) <p>Skills</p> <ul style="list-style-type: none"> Good level of IT skills and aptitude to learn bespoke packages Excellent verbal and written skills 		

	Generic Job Profile:
Main Purpose:	Publica is looking for an Electoral Services Assistant to be part of our busy elections team, assisting West Oxfordshire District Council with the smooth running of elections and associated activities. Working as part of a small team, you'll undertake a range of duties, as detailed below:
Key Responsibilities:	<ol style="list-style-type: none"> 1. Assist with the production and distribution of an accurate and complete register of electors, with the highest possible response rate through inputting data received from the annual household survey and monthly rolling registration applications 2. Process and maintain postal, proxy and postal proxy applications 3. Deal with enquires relating to absent voting and inclusion on the register 4. Assist in implementing initiatives aimed at maximising electoral participation and promoting vote awareness in the local 5. Using the bespoke electoral registration and management software system to a high standard, entering information with efficiency and precision 6. Provide support to the Electoral Services Manager with organisation and running of all types of elections. 7. Provide support with reviews of electoral matters as appropriate including review of electoral boundaries, locations and access to polling stations 8. Act as a point of contact between the elections team, town and parish councils and the democratic services team, ensuring that all information in relation to parish council appointments is up to date and accurately recorded including details of co-opted councillors and registers of interest 9. Provide administrative support to elected members, where required and in relation to elections functions 10. Supporting the maintenance of the Councils webpages in relation to elections

<p>General Accountabilities:</p>	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe working environment and ensuring, as is reasonably practicable, that safe working practices are adopted by employees within this work environment • Work in compliance with the Codes of Conduct, Regulations and policies of Publica • To support the response to a major incident, including taking up a designated role within the emergency management framework • Working to add value to, and be a valued member of the team, and to be valued by customers • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;
<p>Essential Requirements, Qualifications, Skills and Abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • GCSEs (5 A-Cs or equivalent, including Maths and English) <p>Experience</p> <ul style="list-style-type: none"> • Experience of working in local government or similar environment <p>Skills</p> <ul style="list-style-type: none"> • Good level of IT skills and aptitude to learn bespoke packages • Excellent verbal and written skills • Communicates effectively at all levels • Ability to build effective working relationships • Is customer focussed and responsive to customers • Is proactive/self-motivated and enthusiastic • Well organised, prioritises workload, and able to work under pressure and meet tight deadlines • Willingness to work flexibly • Politically sensitive and aware • Ability to demonstrate creativity and innovation in dealing with challenging issues

	<ul style="list-style-type: none"> • Full driving licence
Desirable Requirements, Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Experience of using Civica Xpress Electoral Management System • Involved in previous election work, i.e. undertaken roles such as poll clerk, presiding officer or counting assist • Understanding of electoral law and procedures
Special Conditions:	<ul style="list-style-type: none"> • There is an expectation that at times, particularly associated with elections, there will be a need to work reasonable additional hours in line with the needs of the service • Ability to travel
Date reviewed:	5 November 2021
Reviewed by:	Claire Hughes
Manager job title:	Business Manager (Corporate Responsibility)
Date of issue:	5 November 2021