

Role Profile and Specification - Democratic & Electoral Services Apprentice

Service Area	Legal
Role Title	Democratic & Electoral Services Apprentice
Location	Oxted/Agile
Reports to	Democratic and Electoral Services Manager
Salary/Grade	National Minimum Wage (Dependant on Age)
Duration/Hours	37 hours per week 18 Month Fixed Term Contract

Service Area Purpose

Democratic Services sits at the heart of the council. The team is responsible for supporting Councillors and managing the decision-making process of the Council. The team runs electoral registration and elections, ensuring that residents in Tandridge are able to vote at national and local elections and referendums.

Job Purpose

- To provide professional, proactive and flexible administration support to the democratic and elections functions of the Council.
- Working in a supported learning environment, develop the skills and knowledge required to gain a business administration apprenticeship.

Key Objectives

- To gain specialist knowledge and experience of running elections and electoral registration.
- To work alongside colleagues to learn how to arrange committee meetings, produce agendas, draft minutes, operate the webcasting technology and support councillors as elected representatives.
- To gain experience handling data entry, responding to customer queries and playing a key role in the delivery of high-profile elections.

Specific Responsibilities

- Undertake a course of studies and develop a broad range of skills within the requirements of the service to achieve a nationally recognised apprenticeship.
- Provide high standards of performance to ensure that the service continues to operate efficiently and effectively.

- Under supervision work closely with other team members to assist in a range of projects and service developments.
- Providing general support to the Democratic and Electoral Services Team and to Councillors as and when required.
- Research and undertake projects as required to support the work of the team.
- To be aware of the rules around access to data and sharing data protocols and ensure there are no breaches of personal data.
- To understand and comply with the Council's Equal Opportunities and other statutory policies.

The above-mentioned duties are neither exclusive nor exhaustive and the successful candidate may be required to carry out such other duties as the Democratic and Electoral Services Officer and the Democratic and Electoral Services Manager may from time to time reasonably required.

Person specification

Qualifications / Education

Essential
<ul style="list-style-type: none"> • Standard of education to include a minimum of GCSE Maths and English Grades A-C or 4-9 or equivalent.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience of using Microsoft Office. 	<ul style="list-style-type: none"> • Ability to use these packages, email, intranet and internet for the collection and presentation of a wide range of data in the most appropriate format.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> • Willingness to learn and an interest in how democracy operates in the UK. • Ability to be a good team player to work flexibly within a team, supporting colleagues in training and development and to adjust to changing priorities. • Proactive with commitment to provision of excellent customer service. • Ability to work methodically and with a high level of accuracy, paying great attention to detail. • Good organisational skills with an ability prioritise tasks and meet specific deadlines. • Ability to communicate information clearly and effectively with a wide range of people. • Understanding of the broad requirements of the data protection principles. • A commitment to equality and diversity. • Good written and verbal communication skills. • Able to perform efficiently and effectively under pressure.