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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Electoral Assistant
<b>DBS check</b>	This post requires a DBS check.  The aspects of this role that require this level of check are: Access to residents name, address, DOB, and possible passport and NINO. Access to Council Tax records.
<b>Post number</b>	CE
<b>Your team</b>	Democratic Services
<b>You would be based</b>	Civic Centre, High Street, Esher, Surrey
<b>Your line manager</b>	Electoral Services Manager

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## About the role

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You will be supporting the work of the team in the delivery of fair, open & transparent Elections, the maintenance of the Register of Electors and associated activities.

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## The main purpose of the role:

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1. To assist in the compilation and maintenance of an annual Register of Electors making changes under the Individual Electoral Registration Scheme.
  2. To assist in the preparation and delivery of fair, open and transparent elections, by-elections and referenda in accordance with statutory requirements and timetables.
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## Specific duties and responsibilities

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3. To assist in the compilation and maintenance of an annual Register of Electors through processing individual voter registration forms during the annual canvass and monthly updates, to meet statutory requirements, including scanning, data input and system checks, and effectively dealing with enquiries.
4. To assist in the registration of “special category” voters e.g. absent voters, overseas voters and foreign nationals.
5. To assist in the timely preparation and delivery of all types of elections, by-elections and referenda and undertake all election and count duties as required within the timetable, including the booking of polling place venues, processing absent voter applications, Voter Authority Certificates and producing polling station and count stationery.
6. To assist with applications received through the Electoral Registration Officers Portal.
7. To communicate effectively with the public, Members of the Council and officers face to face, by telephone, or e-mail, demonstrating strong customer service.
8. To effectively use ICT packages such as Microsoft Word and Excel.
9. To effectively use the Council’s Electoral Registration and Elections Management software to maintain the Register of Electors and support work associated with the delivery of Elections.

10. To assist with Team post and administration work as required.
11. To carry out such other duties that may reasonably be required by the Electoral Services Manager.
12. To attend training courses as directed by the Electoral Services Manager.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Title: Electoral Assistant**  
**Team: Democratic Services**  
**Salary: Scale 4**  
**(£29,028 - £31,390)**

**Post no:**  
**Hours: 36 hours per week**  
**Car allowance: No**

### Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Good general standard of education i.e. GCSE level equivalent	D	A

### Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
2.	Experience of using ICT systems and software.	E	A, I
3.	Experience of effectively communicating with the public.	E	A, I
4.	Experience of working in an elections office	D	A

### Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
5.	Computer IT user able to learn and use different packages and systems.	E	A, I
6.	Ability to communicate effectively with Members of the Council, officers and the public demonstrating strong customer service skills.	E	A, I
7.	Able to work efficiently to deadlines whilst ensuring a high level of attention to detail.	E	A, I
8.	Ability to work as part of a team and on our initiative.	E	A, I

**Special requirements**

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
9.	Ability to work overtime when required.	D	A
10.	Ability to attend training courses.	E	A