

Job Description



South
Cambridgeshire
District Council

DEPARTMENT	LOCATION
Electoral Services	Cambourne

JOB TITLE	POST NUMBER
Electoral Services Assistant	

GRADE	SCP RANGE

RESPONSIBLE TO	RESPONSIBLE FOR
Electoral Services Manager	None

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED

Description Of Duties And Responsibilities

Key Result Areas/Overview

To be responsible for receiving, sorting, scanning and processing all individual electoral registration applications and absent vote applications in a timely manner. To oversee outgoing post ensuring that legally required confirmation of applications are issued in a timely fashion.

To proactively support the team across the full range of specialist administrative tasks undertaken by the Electoral Services Team, including over periods of intense levels of work through major elections and the annual canvass.

This post is politically restricted.

Key Contacts/Communication Links

Internal

Council Officers at all levels of organisation and across all teams, Elected Members

External

Electors, Parish Councils, Polling Station contacts

Key Responsibilities/Specific Duties

1. To receive all written household enquiry forms, invitation to register forms, absent vote applications and personal identifier refresher forms. To open, sort, scan each of these applications whilst having due regard to external pressures such as elections.

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2. To act as lead officer in the data processing of forms demonstrating impeccable accuracy and attention to detail even when operating under pressure, and to understand the data security issues around handling lots of sensitive personal information such as NI numbers and dates of birth.
3. To support the Electoral Services team in the administration of all the statutory procedures necessary in respect of Parish, District, County, Mayoral, Police and Crime Commissioner, Parliamentary and European Elections including any national or local referendums to ensure smooth and efficient running in compliance with the appropriate legislation.
4. To support election and referendum processes ranging through the booking of polling stations, the supply of election equipment and the appointment of election staff.
5. To conduct the day to day management of the postal and proxy vote lists, including to monitor applications to ensure potentially fraudulent activity is identified.
6. To oversee the monthly regular distribution of the register of electors to permitted recipients, ensuring data security compliance.
7. To act as lead officer working with parish clerks on the advertising of casual parish council vacancies.
8. To act as lead officer overseeing incoming and outgoing post for the team and wider departments in the office area.
9. To provide effective administrative and clerical support to the Electoral Services Manager where required.

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

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The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: November 2018