

## Job Description

<b>Job Title</b>	Electoral Assistant
<b>Directorate</b>	Law & Governance
<b>Service Area</b>	Electoral Services
<b>Grade</b>	4
<b>Competency Level</b>	1
<b>Salary</b>	£27,254 - £31,022
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Buildings
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To assist the Elections Manager and the Assistant Elections Manager in carrying out all of the functions relating to elections and electoral registration.

### Directly Responsible For:

N/A

## Directly Responsible To:

Electoral Services Manager

## Main Areas of Responsibility:

To carry out all necessary duties placed upon the Electoral Registration Officer and Returning Officer by statute, and to assist the Electoral Services Manager in the following areas of responsibility: -

- The production and maintenance of the Register of Electors
- To assist in all aspects of electoral work in relation to ensuring the smooth and efficient running of all elections and referenda held within the City of Liverpool
- To carry out administrative functions, including inputting and checking of data, assisting with the postal vote procedure and other general office duties
- To assist senior staff with the staffing at all elections. Including ensuring that all polling stations and counts are fully staffed, appointing and replacing of staff and the payment of staff
- To assist senior staff with the organisation and planning of polling stations at all elections. Including the booking, collating information and payments of these
- To have the responsibility of leading on all postal vote applications, proxy votes, overseas applications and voter authority certificate applications received. Including liaising and providing information to electors, accepting and rejection of applications, confirming acceptance to electors, and provide advice to electors on these processes
- To process any applications in the government portal relating to postal votes, proxy votes, overseas electors and voter authority certificate applications, and to ensure that any changes to this process are updated in the office processes

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## **Supervision and Management Responsibility:**

No Supervisory or Line Manager responsibilities for this role.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- This position involves sitting at a desk and using a computer screen for prolonged periods of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **please insert competency level**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Five GCSEs at grade 9-4/A\*-C including English and maths or equivalent (A)
- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role (A & I)

## Experience

### Essential

- Knowledge of IT software packages, e.g., MS Office packages, including Word, Excel and Outlook (A & I)
- Provide excellent customer service, both in person and by telephone (A & I)

### Desirable

- Providing business administrative support within a busy environment (A & I)

## Skills/Abilities

### Essential

- Demonstrate good communication skills, both orally and in writing and able to communicate effectively with staff, managers, councillors and members of the public (A & I)
- Good organisational skills - ability to work under pressure to accurately meet deadlines.(A & I)
- Ability to work in and contribute to a team environment (A & I)
- High level of computer literacy (A & I)
- Good level of accuracy and able to pay attention to detail when maintaining records (A & I)
- Ability to respond to changing work priorities (A & I)

## Commitment

### Essential

- To commit to and complete all elements of the Association of Electors Foundation and Certificate courses (A & I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A)



## Other

### Essential

- Availability to work outside of normal working hours. This involves working additional hours during the week, Saturday's, and some Sunday's as and when required. These are not ad hoc, as it will be necessary to work these additional hours continuously for certain months during the year (A & I)