

# Democratic & Electoral Services Officer

## Job Description

<b>Post</b>	Democratic & Electoral Services Officer (Regulatory )	<b>Department</b>	Democratic & Electoral Services
<b>Salary Grade</b>	M1	<b>Salary Range</b>	£28,222 - £32,207
<b>Hours</b>	37 per week	<b>Location</b>	Council Offices, Pippbrook Dorking
<b>Reports to</b>	Committee Services Manager		

### Post Objective

Working as part of the Democratic & Electoral Services Team; supporting the Council's Committees and Working Groups; elections and electoral registration and other general duties to support the work of the Service.

### Main Duties

#### Member Services and Support

1. Working under the guidance, where necessary of the Democratic & Electoral Services Manager and the Committee Services Manager, to take responsibility for organisation of the Development Management and Licensing Committees. To include all aspects of their delivery such as decision making timetables, agenda planning and preparation, report writing, all research work and minute preparation and advising Members and Senior Officers on procedural matters, including standing orders, financial regulations and standards.
2. To provide support services to any other Council Committees, decision making bodies, forums, panels and working groups which may be assigned to the post holder from time to time.
3. To assist the Committee Services Manager in the support provided to elected Members. This includes the co-ordination of Member training (in house and externally), as well as maintaining a centralised electronic corporate diary.
4. Working with the Committee Services Manager, oversee the provision of member related technology, such as iPads, further develop the Members Online Support Service and identify and explore opportunities for future ways of working.
5. To be responsible for the Service's pages on the Council website and the content of the Members Online Support Service.
6. To be responsible for organising the webcasting of Council meetings.
7. To coordinate claims submitted from Members in connection with duties, e.g. travelling, mileage and subsistence and liaise as appropriate with Human Resources.

#### Elections and Electoral Registration

8. To support the Democratic & Electoral Services Manager and Electoral Services Manager in organising all elections and the delivery of the register of elections, with specific areas of responsibility which may be assigned to the post holder from time to time, including the opening of postal votes, arrangements for the count, recruitment and training of staff required for the conduct of elections and the annual canvass etc.

## **Emergency Planning and Business Continuity**

9. To provide support and assistance to the service area's Emergency Planning and Business Continuity functions as may be required, e.g. providing support to the Emergency Planning and Business Continuity Officer in the coordination of emergency planning and business continuity exercises or on occasion attending meetings such as local flood forums or the Surrey Local Resilience Forum.

### **General**

10. To ensure that all necessary data is provided in an accurate reliable and timely manner and is fit for purpose in accordance with the Council's Data Quality Policy.
11. To work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.
12. To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.
13. Carry out such other duties which may be required by your Manager appropriate to your grade, skills and level of responsibility.

**This post is politically restricted by virtue of the duties related criteria detailed in the Local Government and Housing Act 1989:- giving advice on a regular basis to the authority itself, to the executive of the authority; to any committee or sub-committee of that executive or to any joint committee on which the authority is represented**

## Democratic & Electoral Services Officer

### Person Specification

	Essential
<b>Experience and Knowledge</b>	<p>Able to demonstrate knowledge of local government and the democratic decision-making processes.</p> <p>Able to demonstrate knowledge of the UK's electoral system.</p> <p>Able to demonstrate an ability to present at committee meetings / working groups.</p> <p>Able to demonstrate the experience of researching information and presenting data in a clear and concise manner.</p>
<b>Education and Qualifications</b>	<p>Educated to degree standard or equivalent.</p> <p>Commitment to continuous professional development.</p> <p>A relevant qualification would be desirable.</p>
<b>Skills</b>	<p>Excellent verbal, written and comprehension skills e.g. ability to write cogent reports and minutes in plain English as well as the ability to accurately summarise in writing, debate and decisions of the Council, its Committees and Working Groups</p> <p>Ability to undertake research projects and to present reports and data to a variety of audiences.</p> <p>Excellent communication skills with an ability to liaise and work with elected Members, Senior Management, external partners and residents.</p> <p>Able to demonstrate good inter-personal skills in working and networking with colleagues across the organisation.</p> <p>Developed and effective organisational skills e.g. in supporting all aspects of the Council's democracy functions and electoral arrangements.</p> <p>Highly competent in the use of Microsoft Office and able to produce documents in hard and electronic versions including experience of working on/with website content and using the internet.</p> <p>Able to demonstrate the ability to develop, use and apply software packages such as eXpress (elections software) to a high standard.</p> <p>Able to demonstrate an ability to provide content for the website and the Member extranet - MOSS.</p> <p>The ability to work on one's own initiative and to prioritise own workload when experiencing conflicting demands.</p>

<b>Special Aptitudes</b>	<p>Flexible approach to changing work demands and proven ability to progress developments and improvements in working practices.</p> <p>A willingness to engage positively with corporate initiatives and opportunities.</p> <p>Ability to work as part of a team to ensure that team objectives are met.</p> <p>Highly developed skills of tact and diplomacy.</p> <p>Demonstrates commitment to equality and diversity in both the delivery of the function and in relationships with colleagues.</p>
<b>Job Requirements</b>	<p>Available to work extra hours outside the normal working day (e.g. at election time e.g. in the region of 70-100 hours depending on the election(s) taking place, supporting evening meetings, commencing at 7pm).</p> <p>Evening meetings – average of one per week over a year.</p> <p>Able to organise and attend external meetings as required.</p> <p>A car driver with valid license and access to a suitable vehicle.</p>

Employee Signature		Date	
Manager's Signature		Date	
Job Description Reviewed August 2019			