



Coventry City Council

## Job Description

<b>Post:</b>	Deputy Electoral Services Manager	<b>Job Number:</b>	A5770
<b>Service:</b>	Electoral Services	<b>Post Number:</b>	1023455
<b>Location:</b>	Council House	<b>Grade:</b>	7

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

**Job Purpose:** To support the Head of Electoral Services in the provision of an effective and efficient electoral service, ensuring the continuous improvement of the service. To lead on electoral knowledge and procedures and ensure the provision of electoral services on a day to day basis. To assist the Head of Electoral Services with providing the highest level of accurate advice and guidance to the Returning Officer, Members, Officers, candidates, agents, and other stakeholders of the Council in respect of Electoral Services. To inform policy development and assist in developing a culture of innovation and service excellence.

### Main Duties and Responsibilities:

1. To work collaboratively with the other senior officers to ensure that elections and electoral registration work is organised and managed in accordance with statutory regulations, within budget and that deadlines and performance targets are met.
2. To assist in the strategic planning for electoral services, ensuring agreed service standards and targets within the operational plan, project plans and team plans are met and reviewing these on a regular basis and benchmarking against other Returning Officers/Electoral Registration Officers.
3. To monitor performance and report on project progress against the project plans produced and prepare any required documentation for the strategic project board.
4. To maintain a thorough and up to date knowledge of electoral law and keep abreast of professional developments, legislative changes and good practice attending relevant training courses, workshops and meetings.
5. To ensure that the day to day administration of electoral registration activities is carried out, ensuring workloads are prioritised and processed in accordance with statutory requirements and all relevant information is communicated effectively, by regular team meetings.
6. To ensure procedure notes are kept up to date to reflect new legislation and good practice, involving meetings with staff.
7. To assist in the formulation and development of office procedures. To contribute to the improvement of these procedures. To review procedures and practices, together with the implementation of changes, to ensure continuous service improvements.
8. To lead on ensuring the council's information systems, in particular web pages are fit for purpose in supporting the work of the Electoral Services team and provide comprehensive information to stakeholders.
9. To assist with the recruitment and training of temporary and casual staff, ensuring that optimum performance standards are achieved. To be responsible for ensuring that the employment and is within the budget for the temporary and casual staff.

10. To liaise with the Council's GIS team on a regular basis to ensure that the property database is accurate and up to date at all times and corresponds with the Council's Land and Local Property Gazetteer (LLPG) database.
  11. To act as lead support in the completion of boundary reviews such as reviews of UK Parliamentary Constituencies, council ward reviews, community governance reviews and reviews of polling districts and polling places.
  12. To assist with continuous improvement (with the Head of Electoral Services) of the Electoral Services Office, its performance, working practices and systems, in order to improve efficiency and cost effectiveness, by developing, implementing and monitoring work activity and outputs.
  13. To provide senior support in administering the electoral nomination processes, including informal checks of nomination papers, preparing nomination packs, updating the electoral management system as directed in accordance with statutory election rules and providing feedback, guidance and advice to the Head of Electoral Services.
  14. To assist with briefing sessions for candidates and agents.
  15. To assist with training of registration and elections staff.
  16. To work with the Electoral Services Manager to achieve corporate objectives and to contribute to initiatives, including actively working/providing advice and guidance on special projects as required by the Electoral Strategy Board.
  17. Deputise for the Head of Electoral Services as required.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Electoral Services Manager

**Date Reviewed:** December 2021

**Updated:** September 2021



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>A good understanding and knowledge of law, guidance and practice in relation to elections and electoral registration work</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of local government, the role of elected members, policy development and democratic engagement initiatives</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Able to contribute to strategic plans and delivery of results, aligning a long term vision to future demands.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to question and challenge existing practices, review and evaluate internal and external factors to create and develop new and workable ideas to enhance the customer experience. Ability to think laterally and creatively to generate realistic and workable solutions.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to motivate a team of staff and to maintain a good team spirit and demonstrate effective leadership skills.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to give good, sound, pragmatic, concise and clear guidance/ advice to colleagues and elected members in both formal and informal situations on complex legal or procedural matters.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to identify and interpret any changes in electoral legislation and regulations.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to demonstrate collaborative working with other departments both internal and external and to be able to communicate effectively at all levels either verbally or in writing.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work effectively in a political environment and handle confidential issues discreetly and tactfully</li> </ul>
	<ul style="list-style-type: none"> <li>Able to plan for the team and delegate clearly and effectively, monitoring and providing support and prioritising where needed.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to present reports and make presentations to colleagues and members</li> </ul>
	<ul style="list-style-type: none"> <li>Able to produce reports and other documents with reasoned arguments and clear recommendations, in a style appropriate to the target audience. Together with using IT to analyse and interrogate data to support recommendations.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work accurately under pressure to tight deadlines, managing changing and conflicting demands for prolonged periods ie during election periods.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to analyse and evaluate complex information and reach sound conclusions, using appropriate tools and techniques.</li> </ul>



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	<ul style="list-style-type: none"> <li>• An awareness of financial monitoring principles and techniques.</li> <li>• Excellent written &amp; oral communication skills to ensure all communications are produced to highest professional standard with the ability to summarise accurately and convey complex information.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of developing and reviewing procedure notes</li> <li>• Delivering organisational change with a focus on quality and service improvements</li> <li>• Experience of problem solving in relation to electoral issues as well as having knowledge of electoral management software.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Educated to A'Level or equivalent qualification eg. NVQ Level 3, relevant to the service area, or working towards Diploma in Electoral Administration.</li> <li>• Hold the AEA Certificate and willing to work towards Diploma in Electoral Administration.</li> <li>• Evidence of continuous professional development. eg active participation in Association of Electoral Administrators events, courses and other activities.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to work outside normal office hours as required during busy periods, subject to prior to agreement where possible.</li> <li>• Willing to take annual leave to fit around the electoral services cycle of work and acceptance that leave is restricted during election and annual registration periods, (usually April/May, September/October).</li> <li>• Willing to undertake appropriate training and development relevant to the duties of the post (sometimes at venues outside the city).</li> </ul>
	<ul style="list-style-type: none"> <li>• Full Driving Licence</li> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>

**Date Reviewed:** December 2021

**Updated:** September 2021

**Note:** Under Part 1 of the Local Government and Housing Act 1989, the occupant of this post is restricted from holding political office such as serving as a member of a local authority, an officer of a political party, a Member of Parliament or a member of the European Parliament. In addition, the post holder is also precluded from certain other activities such as speaking or writing publicly on matters of party political controversy.