

Job Description	
Job Title	Head of Elections
Service Unit	Democracy Planning and Public Protection
Grade	O
Responsible To	Director of Democracy Planning and Public Protection
Responsible For	Senior Elections Officer, Electoral Services Assistants, Temporary electoral registration and election staff
Terms and Conditions	NJCLGS Statement of Particulars
Date Created/Amended	August 2020

This position is to be a shared service position with North Warwickshire Borough

Job Purpose	
1.	The management and delivery of high quality and effective elections and electoral registration services in line with relevant legislation.

Main Activities (Corporate)	
1.	Be committed to the Council's Vision and carry out work within the spirit and intention of its core values.
2.	An understanding and awareness of the concept of "Making Every Contact Count" (MECC), attending training where necessary.
3.	To assist in delivering and reviewing service standards, quality and performance budgets in accordance with service delivery plans
4.	To contribute to a creative and open environment within the Section where employees feel supported, involved and consulted.
5.	To make use of the technology available to improve communication within the Section and the Council as a whole.
6.	To carry out all the work within the spirit and intent of relevant legislation and Council policies and procedures, e.g. Equal Opportunities, Health and Safety, Customer Care, etc
7.	To work in accordance with the Health and Safety at Work Act 1974.
8.	To undertake personal development commensurate with the duties and responsibilities of the job.

Main Activities (Service Related)	
1.	To proactively promote democratic involvement and voter participation by developing and implementing the electoral registration and elections public awareness strategy and measures aimed at increasing registration levels, turnout at elections.
2.	To ensure the Council meets and improves upon the Electoral Commission Performance Standards for the Electoral Registration Officer and Returning Officer through effective leadership, project planning and risk assessments to ensure a well-run electoral registration and elections services.
3.	To ensure that all returns, statistics and data required by the Cabinet Office, the Electoral Commission and other external bodies or agencies are supplied as required.
4.	To be responsible for the procurement, design and content of all supplies and services from external providers in respect of elections and electoral registration.
5.	To monitor and review the performance of external suppliers of services to elections and electoral registration as required.
6.	To prepare, control and estimate budgets and income and expenditure for electoral registration and elections including the Returning Officers elections accounts ensuring that election expenditure is contained within the MRA and election accounts are submitted within the relevant timescales
7.	To identify and apply for appropriate additional external funding for electoral services

8.	To manage the process of calculating and paying all casual staff employed to work on elections and during electoral registration.
9.	To keep update of all changes to election and electoral registration legislation, regulations and requirements sufficient to provide expert advices as required.
10.	To deal with complex correspondence, telephone and person enquiries relation to electoral registration and elections.
Electoral Registration	
11.	To manage the process for the preparation, publication and maintenance of the Register of Electors, including the monthly updates under rolling registration, in accordance with relevant legislation and statutory deadlines.
12.	To manage, plan and organise the conduct of the annual canvass and the recruitment, supervision and training of canvassers
13	To manage the inputting and processing of electoral registration data ensuring that necessary procedures for data security and checking for accuracy and completeness are in place.
14.	To manage and implement as required the periodic reviews of electoral arrangements or boundary maintenance work. This includes acting as the leading officer at Member Working Groups constituted consider such reviews, to attend Council and Committee meetings as required.
15.	To manage the process for the distribution of the Register of Electors, by sale or provision of copies, in data or hard copy format, to all external organisations in accordance with statutory requirements.
16.	To manage and implement ongoing changes to the Electoral Registration process bought about by Individual Electoral Registration and Canvass Reform
Elections	
17	To manage all aspects of the planning, organisation and conduct of Borough, County, Parliamentary Parish elections including by-election and referenda
18	To manage the recruitment, appointment, training and briefing of all casual staff necessary for the conduct of the elections.
19	To advise the Council, the public, candidates, agents and politicians and answer their queries on electoral matters.
20.	To manage and implement periodic reviews of polling stations and polling places as required. This includes acting as lead officer at committee meetings as required and the preparation of reports to Council, Committees and Member working groups as required.
General	
21.	To be responsible for the financial management of the budgets allocated to the post holder and to assist with the financial management of the Directorate as a whole, within the Council's Corporate standards.
22.	Manage, develop, monitor and appraise those employees the post has direct responsibility for and to use a wide range of styles that lead to innovative solutions to resolving difficult issues.
23	Lead or assist on specific corporate projects providing clear guidance and enabling the strategic objectives to be delivered.
24.	Ensure that due regard is given to all enquiries, requests and complaints from Elected Members and customers and ensure that any necessary action is taken in a timely and effective manner.
25.	Any other duties commensurate with the grade and nature of the role

Notes On Special Conditions Of Service

1.	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.
2.	This post is politically restricted
3.	The post involves driving and as such the post holder will be required to undertake relevant DVLA licence checks.
4.	The employee will required to work out of normal working hours/attend evening meeting, work weekends and bank holidays as part of their role
5	One professional fee paid

Person Specification				
Job Title		Head of Elections		
Category	Essential/ Desirable	Criteria		How Identified
Experience	E	1.	Extensive experience of all aspects of Electoral Services including elections and electoral registration	2&4
	E	2.	Experience of budget preparation, management and monitoring	2&4
	E	3.	Experience of preparing election accounts on behalf of the Returning Officer	2&4
	E	4.	Significant experience of managing a team, motivating and developing others	2&4
	D	5.	Experience in conducting Parish Elections	2&4
Qualifications	E	6.	Hold the AEA certificate	2&5
	E	7.	Hold or be willing to work towards ILM Level 5 in Management and Leadership.	2 & 5
	D	8.	Hold or working towards the AEA Diploma in Electoral Registration	2&5
	E	9.	Extensive knowledge of the law and practice relating to Electoral Registration and Elections	2,3 &4
	E	10.	Knowledge and experience of operating an Elections Management and Electoral Registration software system	2&4
	D	11.	Knowledge and experience of the Xpress system	2&4
	E	12.	Excellent organisational skills	2&4
	E	13.	Excellent communication skills both oral and written and interpersonal and influencing skills	2, 3 &4
	E	14.	Ability to work under pressure to tight deadlines for prolonged periods with the ability to organise prioritise and take responsibility for a demanding and diverse workload.	2 &4
	E	15.	Ability to assimilate detailed information and understand, interpret and implement complex legal procedures and regulations.	2,3 &4
	E	16.	Knowledge and experience of using Microsoft office.	2&4
Personal Qualities	E	17.	Self-motivated with the ability to motivate and develop others	2&4
	E	18.	To portray a professional approach to work.	2&4
	E	19.	Provide leadership, support and maintain effective team working	2&4
	E	20.	Able to interact with Members and other organisations in an assertive yet tactful manner, able to articulate ideas and able to generate interest in others.	2 & 4
Other Factors	E	21.	To understand and be committed to the Council's Core Values and Vision.	2 & 4
	E	22.	Good timekeeping	2&4
	E	23.	Good attendance record	2&4
	E	24.	Political Awareness	2&4
	E	25.	Evidence of exercising discretion and confidentiality.	2&4

1 = test prior to shortlisting 2 = application form 3 = test after shortlisting
4 = interview 5 = documentary evidence

Criteria identified by "2", either singly or in combination with any other number, will be used for shortlisting purposes and details should appear on the application form.

Employment Profile												
Job Title	Head Of Elections											
Competencies		Column 1								Column 2	Column 3	Column 4
Behavioural	N/A	A	B	C	D	E	F	G	H			
Communication								X				
Supporting/ Managing Change								X				
Managing Performance of Others								X				
Managing People								X				
Managing Your Job								X				
Job Attributes								X				
Relating to Others								X				
Decision Making								X				
Generic												
Financial Acumen								X				
Health and Safety						X						
Tools/Equipment/IT						X						
Project Management								X				
Education						X						
Other Factors												
Financial Transactions						X						
Environmental		X										
Physical Demands				X								
Emotional Demands				X								
Column 1 Place an X to show job profiles scores (can only be in A, C, E or G) Place O to show person profile scores from discussion with employee (can be placed in all columns)										Column 2 Identify the priority development 1-5 Where 1= High 5= Low	Column 3 Enter any comments to reflect/justify decision	