

WAVERLEY IS AN AMBITIOUS AUTHORITY, COMMITTED TO BEING ONE OF THE LEADING COUNCILS IN THE COUNTRY AT A TIME OF MAJOR CHANGE BY DEVELOPING A HIGH PERFORMING, HIGHLY ENGAGED STAFF TEAM TO SHARE THE ORGANISATION'S VALUES AND DELIVER OUR CORPORATE OBJECTIVES.

JOB DESCRIPTION	
Job title:	Electoral Services Manager
Service:	Electoral Services
Team:	Policy and Governance
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Head of Policy and Governance
Responsible for:	Senior Electoral Services Officer x 2 Electoral Services Officer x 1 Electoral Services Assistant x 1
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .

PRINCIPAL PURPOSE OF THE ROLE

- a) Responsible for the project planning, management and delivery of fair, robust, and efficient elections
- b) Responsible for encouraging maximum participation in local democracy and voting in elections.
- c) Responsible for maintaining **an up-to-date** Electoral Register

MAIN DUTIES AND ACCOUNTABILITIES

1. To work in conjunction with the Returning Officer to plan, manage and run all Parish, District, County Council, **Parliamentary elections** and Referendums.
2. To manage and maintain the Electoral Register.
3. To lead the delivery of initiatives which encourage the engagement of local people in the democratic process.
4. To champion local democracy and participation in elections.
5. To manage the elections team.
6. To manage the funding and resources for all electoral matters.
7. To be responsible for ensuring compliance with all aspects of electoral legislation, regulations and directives.
8. To undertake corporate projects, as and when required, commensurate with this grade.
9. To be responsible for the routine implementation of the Council's Safety Policy within the Section including the conduct and regular review of risks assessments, safe systems of work and training of staff to ensure that work is carried out in a safe manner.

This Job Description is current as at the date shown in the official use box. In consultation with you, it is liable to variation as the needs of the Council may require.

DIMENSIONS OF THE ROLE

- **Direct responsibility for the elections budget:**
 - Register of Electors c **£96,000**
 - Elections **£95,000-£100,000** depending on **election**
- **Frequency of elections**
 - County elections, 4 yearly
 - UK Parliamentary elections, 5 yearly or less

- Borough and Parish elections, 4 yearly
- By-elections – as required
- Neighbourhood Plan Referendums – as required
- Other referendums – as required

There are circa. **96,000** residents in Waverley who are eligible to vote.

Elections involve 80 plus polling stations and approximately 250 temporary staff.

Counting an election can involve up to 150 count staff.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The post holder will be required to exercise judgement and make decisions relating to the conduct of elections and other high profile projects.

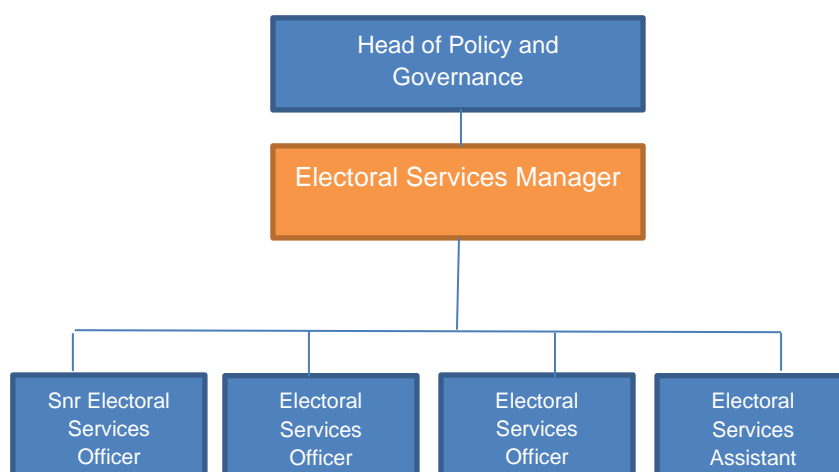
PLANNING/ORGANISING/CONTROLLING

- The post holder will lead and manage the Council's project-planning and operations in respect of all elections, providing dedicated support and advice on to the Returning Officer and other stakeholders

CUSTOMERS AND CONTACTS

- **INTERNAL:** The Leader and Deputy Leader of the Council; other Group Leaders and all elected Members; Chief Executive; Directors; all services and officers at all levels.
- **EXTERNAL:** Members of Parliament; Government departments; statutory bodies; other local authorities – especially Town and parish Councils; local authority associations; external service providers; election candidate and political agents.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C, A/I or A/I/E within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Degree or equivalent	A / C	Project Management qualification or equivalent.	A / C
	AEA Certificate or Diploma in Electoral Administration	A / C		
KNOWLEDGE / TECHNICAL SKILLS	Knowledge of electoral processes, law, good practice and guidance	A / I / E	Senior level management experience	A
	Knowledge of local government	A / I / E		
	Ability to organise an election within the requirements of electoral law.	A / I / E		
	Demonstrate ability to take responsibility for delivery of complex / concurrent projects	A / I / E		
	High standard of numeracy and IT literacy	A / E		
COMMUNICATION	Ability to empower, motivate and influence at all levels	A / I		
	Excellent verbal and written communication skills.	A / I / E		

CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	A / I		
	Accurate spoken English is essential for the post	A / I		
TEAM WORKING	Track record of successful project management of elections	A / I	Experience of managing a team	A / I
MANAGING SELF AND OTHERS	Positive and adaptable approach.	A / I		
	Meticulous attention to detail whilst also being able to see the bigger picture	A / I		
	Able to take difficult decisions and balance competing priorities	A / I		
CAN DO APPROACH / ACHIEVING RESULTS	Ability to proactively and confidentially manage a range of different stakeholders	A / I		
	Ability to work to a high standard under pressure.	A / I		
	Commitment to continuous improvement of the service	A / I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	Ability to work evenings and weekends as the annual canvass and election processes requires.	A / I		

	Full and valid driving license and use of car	A / C		
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How assessed

A = Application CV/Personal Statement

C = Certificates/professional Registration

D = DBS police check

E = Exercise

I = Interview

M = Medical assessment

Basic Disclosure Clearance- Government Requirement for Accessing Council and Government Data

To comply with the Public Sector Networks (PSN) “Code of Connection”, Waverley Borough Council, like other public organisations, need to undertake basic disclosure checks for unspent convictions only, in respect of those staff who will access our IT systems.

Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

For Official Use only			
Job title:	Electoral Services Manager	Post no:	AI13
Service:	Policy and Governance	JE score:	579
Team:	Electoral Services	Pay band:	3
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	4	
	Customer Service	4	
	Team Working	4	
	Managing Self and Others	4	
	Can do approach/Results	4	
REVIEWED BY:	Head of Policy and Governance	DATE:	June 2020
CHECKED IN:	HR	DATE:	July 2020
LAST UPDATED:		DATE:	