

Designation:	Democratic Services & Elections Officer
Grade:	Stroud 4
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To support the Senior Democratic Services and Elections Officer in the provision and supervision of services to Councillors; and to support the Democratic Services and Elections Team in its efficient delivery of high quality committee and member services.
Responsible to:	Senior Democratic Services and Elections Officer
Responsible for:	Some Supervisory responsibility for temporarily assigned employees including the allocation and checking of work.

KEY DUTIES

- ✓ To support the provision of services to councillors, including arranging and administering the development programme for councillors and management of members' allowances scheme.
- ✓ To effectively maintain the Civic timetable and support the Senior Democratic Services and Elections Officer to organise events or functions as required.
- ✓ To support in all aspects of the effective administration of elections
- ✓ Take an active role in Members training, finding new ways to improve member engagement.
- ✓ To administer all council meetings, including arranging meetings; agenda and report preparation; producing minutes' / decision notices; and undertaking any necessary follow-up action.
- ✓ Lead on individual committees as allocated by the Senior Democratic Services and Elections Officer.
- ✓ To administer Democratic Services functions, including maintenance of publicly accessible documents, records and registers including the forward plan.
- ✓ To co-ordinate the delivery of projects, including research which encourages the engagement of local people in the democratic process and maximising electoral registration levels through data mining and matching exercises.
- ✓ To maintain up-to-date documented practices and procedures pertinent to the provision of Democratic Services.
- ✓ To assist with the development of the effective and efficient use of the electronic committee services management system and other associated software.
- ✓ To assist with the administration of parish, district county council and national elections and other elections held from time to time and all other election processes; and assist the Elections Team with day to day enquiries as and when required.

- ✓ To maintain the Electoral Register including special categories and the administration of all Parish, District, County Council, Parliamentary and Referenda
- ✓ To undertake work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- ✓ Must hold or be willing to train for an Association of Democratic Service Officers qualification or the Association of Electoral Administration Foundation course and qualification.
- ✓ Experience of managing the election process
- ✓ Experience of arranging public meetings, taking minutes and advising on procedural aspects of such meetings.
- ✓ Experience of administering / supporting the provision of democratic services and elections, including coordination of development and training needs for relevant persons (e.g. councillors).
- ✓ A good understanding of administrative processes and systems and experience of supervising and coordinating delivery of services in connection with administrative processes, including supervision of staff when needed.
- ✓ Experience of working with the public and dealing effectively and positively with enquiries from a range of people.
- ✓ Good drafting skills within the context of the administration of public meetings.
- ✓ Excellent communication skills both verbal and written.
- ✓ Good IT skills and IT literacy.
- ✓ Good interpersonal skills.
- ✓ Ability to manage own time and workload, working effectively under pressure and meet deadlines.
- ✓ Adaptability and a willingness to undertake work involving a variety of tasks, albeit confined to one area of activity and which requires detailed knowledge and skills in that specialist discipline.

COMPLEXITY AND CREATIVITY

- ✓ Responds quickly and efficiently to issues, including complaints, made by members of the public and others such as councillors and officers.
- ✓ Work requires the exercise of creativity within the general framework of recognised procedures.

JUDGEMENT AND DECISIONS

- ✓ Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- ✓ Elected members of the Council
- ✓ Officers of the Council at all levels
- ✓ Legal and Democratic Services staff
- ✓ Personnel from other local authorities, contractors and partner organisations
- ✓ Members of the public
- ✓ Town and Parish Councils
- ✓ Government Bodies and Electoral Commission.

Contact required in respect of service delivery issues which may not be straightforward and require the provision of advice and guidance and / or the initiation of action.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

HMRC mileage rates will apply.

GENERAL

- ✓ Politically restricted post
- ✓ To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- ✓ To work with colleagues across the organisation as required in support of organisational goals.
- ✓ To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality Scheme.
- ✓ To undertake all training and development initiatives as required, including continuous professional development.
- ✓ To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act.
- ✓ To work within the requirements of the Council's Environmental Policy and Management System.
- ✓ To undertake any appropriate duties to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.