

# **SOUTH DERBYSHIRE DISTRICT COUNCIL**

## **JOB DESCRIPTION**

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<b>DIRECTORATE:</b>	Chief Executives
<b>SERVICE UNIT:</b>	Electoral Services
<b>POST:</b>	Electoral Services Assistant
<b>GRADE:</b>	Scale 5/6 (progression through the grade is dependent on the achievement of qualifications and/or an assessment of performance in the role)
<b>RESPONSIBLE TO:</b>	Electoral Services Officer

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### **JOB SUMMARY:**

To support the delivery of an effective, timely and cost effective electoral registration service including the annual register of electors and completion of all parliamentary and local government elections, referenda and/or other polls.

### **MAIN DUTIES AND RESPONSIBILITIES:**

To provide support for the organisation and conduct of all parliamentary and local government elections, referenda and/or other polls.

To assist in the preparation, publication and maintenance of the Register of Electors through Individual Electoral Registration (IER).

To assist in the development and implementation of measures to increase registration levels and voter turnout at elections.

To provide an administrative service for the Section.

To ensure adherence to the Council's Health & Safety Policy.

To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.

To comply with the Council's Employee Code of Conduct

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

### **SPECIFIC RESPONSIBILITIES:**

To assist with the Individual Electoral Registration (IER) process and annual canvass to ensure full registration of all eligible electors by the statutory date.

To assist with data matching against other council held records to support the implementation of IER

To issue forms in relation to IER and sort/scan registration forms

To notify other authorities of changes and movement of electors

To assist with the planning, organisation and management of all elections and referenda.

To assist with the recruitment, management, training, administration and payment of all canvassers and election staff.

To process all rolling registration applications on a daily basis ensuring that they are in accordance with current legislation.

To provide data to statutory bodies, including political parties, councillors and credit reference agencies.

To undertake the issue and processing of all new postal/proxy vote application forms and continually update and maintain the statutory list.

To assist with the issue and processing of application forms for special category electors and their annual renewal.

To assist with the supply of printed Register of Electors and Electoral data files to statutory bodies including Councillors and Credit Reference Agencies.

To assist with the sale of printed Register of Electors and Electoral Register data files to the public and organisations; processing all income in accordance with Financial Regulations.

To process Street Numbering Orders and ensure that all new properties are placed in the correct polling district and that all are correctly identified.

To assist with the Review of Polling Places and Polling Districts and the Periodic Electoral Review of Ward Boundaries.

To maintain information in relation to the electoral registration service on the Council's website and intranet as required.

To assist with the updating and maintenance of the IT systems used by the electoral registration service.

To produce statistical information, returns and documentation to statutory bodies, including Electoral Commission, Ministry of Justice, Political parties etc.

**Date issued: June 2015 Issued by: Chief Executive**