Job Title – **Elections Team Leader**

Grade – PO16

Job Description

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| Job Purpose |
| Reporting to the Service Delivery Manager: Policy & Development the post-holder is responsible for the management and leadership of the Electoral Services Team in Policy & Development, to plan, manage and support the returning officer/counting officer in the delivery of all elections and referenda in the Borough in an efficient and professional manner and to support the Electoral Registration Officer by ensuring the register of electors in complete, up to date and complies with national guidelines. The postholder will demonstrate a specialist understanding of elections legislation and undertake the most complex work. The postholder will also be appointed a Deputy Returning Officer and Deputy Electoral Registration Officer. |
| Major Tasks  |
| * To support of the Electoral Registration Officer and Returning Officer in the performance of their duties.
* To plan and deliver all process relating to the electoral register, including the annual canvass and rolling registration
* To publish the Electoral Register including special categories of voters lists in accordance with legislation.
* To ensure arrangements are in place for candidates to be able to contact the Council for information during an election period on behalf of the returning officer including advising on nomination papers and the receipt of election expense returns.
* To organise and administer all elections and referenda including; developing and implementing project plans for each election/ referenda which will include work outside of normal office hours and complete and submit final accounts for those elections and referenda
* To constantly review polling districts, polling places and polling stations and to undertake the statutory polling district review.
* To administer all Community Governance Reviews and any referendums including neighbourhood plan referendums in the Borough, in response to petitions, decisions of the Council or otherwise.
* To support the Council in the administration of electoral reviews of the borough conducted by the Local Government Boundary Commission for England and of parliamentary reviews conducted by the Parliamentary Boundary Commission for England.
* To compile and submit Electoral Commission performance indicators.
* To be the Team Leader of the Electoral Services Team in Policy & Development. Manage the day-to-day functions of the team and ensure that the team provide a prompt, efficient, high-quality service which also supports the delivery of the Council’s objectives and priorities.
* To be responsible for the day-to-day management of the staff members in the Electoral Services Team including; recruitment, training and development, work allocation, appraisals and work reviews, risk management, performance, sickness monitoring, complaints, capability monitoring, disciplinary matters and income generation.
* To lead the team in project planning for elections and referenda and generally developing and improving efficiency and quality of election and registration services
* To ensure the provision to the public of statutory services as required in accordance with statute, regulation and Electoral Commission guidance.
* To attend full Council, Cabinet, Committee and other formal and informal Council meetings as required (which can take place at various sites and outside of normal office hours),
* To liaise with external individuals and organisations to further the aims and objectives of the Council including; members of the public, members of parliament, councillors from other organisations, Parish/Town Clerks and officers from other local authorities or government agencies.
* To provide support and cover for any other team leader in the Policy & Development Services Team as and when required.
* To provide and arrange support from the Elections Team for any other team in the Policy & Development Services Team as and when required.
* To deputise for the Policy & Development Services Manager when required.
* To provide support and assistance to the Policy & Development Manager in the following matters; preparation of the Policy & Development Services Business Plan, monitoring the Policy & Development Services budget, complying with the council’s corporate policies and procedures, exploring implementing and operating income generation opportunities, continuing to develop and improve the council’s electoral services and ensuring that electoral services contribute to corporate priorities.
* To undertake such other duties as may reasonably be required by the Policy & Development Services Manager.
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| Contacts & Relationships |
| The post holder will be the main contact for the authority for elections matters and is expected to be in regular contact with the following:* Members of Parliament, the government, Elected members of all levels, candidates for elections at all levels, officers of all levels of seniority, external advisers, agents, officers from other local authorities, the Electoral Commission, external partners and contractors, local media outlets local and national groups and organisations working with the Council and members of the public.
* To be a member of the Policy and Development Services leadership team and be responsible for the agenda planning, organisation of and note-taking for the Elections Planning Advisory Team (EPAT).
* The role will provide professional advice on various specialist areas of election organisation and procedure
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| Creativity |
| * Prepares and reviews the following with minimal supervision from the Policy and Development Services Manager:
* Reports to full Council, Cabinet, Committees on election and registration matters
* Documents often of the highest complexity in the post holders area of expertise as set out at 2 above, including; written advice to Councillors and election candidates, training (and the delivery of training) and promotional material for councillors/agents/candidates/election staff, elections returns, nomination forms, statutory notices, press releases, procedures and policies that contribute towards the management operation of Policy and Development Services.
* Brings together legislation, regulations, guidance, advice, information and statistics to provide documentation to address issues which are sometimes complex particularly in relation to election matters.
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| Decisions |
| Undertakes the following decisions: * Decisions on matters relating to provision of elections and electoral registration services functions of the highest complexity subject to minimal supervision from the Service Delivery Manager – Policy & Development where appropriate
* The postholder will lead on and write reports proposing changes to long term Council Policy making recommendations to the Service Delivery Manager – Policy & Development for changes in policy relating to elections.

The postholder will also review, recommend or where necessary initiate new council policy related to elections.* Decisions on operational matters for the Electoral Services Team on a day-to-day basis including work allocation and training arrangements and also for other teams in the absence of the respective team leaders where appropriate.
* Decisions as Deputy Returning Officer and Deputy Electoral Registration Officer as and when required.
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| Management & Supervision |
|  To undertake management and supervisory tasks following the major tasks set out above, in particular:* To supervise staff in the Elections Team including temporary staff members from other teams in Policy & Development in temporary posts or otherwise
* To provide cover for other team leaders in Policy & Development and accordingly to supervise any staff within the Service for a temporary period as and when required.
* The Post holder manages the Principal Elections Officer and Senior Elections Officer and the Elections Officer on an ongoing basis.
* During election periods the post holder also manages temporary staff members which can be in excess of 1,000 additional posts, ensuring that they undertake appropriate training and appropriately manage complex elections-related uerie.
* The post holder is also responsible, during election periods, for coordinating the virtual elections team drawn from other teams across the Council including security, highways, ICT, Policy & Development, Legal & Democracy, in temporary posts or otherwise, and other staff involved in the conduct of elections both local and national.
* During the annual canvass period, the post holder is required to manage additional staff to undertake the telephone canvassing process and personal canvass undertaken through visits to residents’ homes. This can be in excess of 30 additional people.
* The post holder is also responsible for the ongoing recruitment of additional casual staff to ensure that there are sufficient available to successfully deliver scheduled and unscheduled elections and the annual canvass.
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| Supervision Received |
| * The post holder will receive no supervision on his/her respective areas of expertise but be expected to collaborate with the Returning Officer, Electoral Registration Officer, Director and Service Delivery Manager on matters of the highest profile.
* The post holder will participate both in regular appraisal meetings with the Service Delivery Manager – Policy & Development and reviews of their work.
* The post holder may receive supervision on operational and/or employee matters of the most serious nature including disciplinary and capability proceedings involving members of the Elections Team.
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| Complexity |
| * The post holder will be required to undertake the most complex, demanding, and high-profile work and assist others in Policy & Development with such work of their own. This will include drafting reports, documentation, interpretation of statistics or other documentation, advice and project planning and the delivery of training sometimes within short timescales.
* The complex work will involve new procedures, new statutory requirements and new guidance/regulations which may be outside of existing policy, procedure and precedents.
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| Resources |
| The post holder has the responsibility for the following resources:* BuildingsResponsible for maintaining an off-site storage facility to retain all equipment and supplies for electionsResponsible for the use and security of off-site building during an election period; and arranging access for contractors and deliveries to such premises
* ICT - ensure all team members have appropriate ICT to carry out their roles and support mobile working.
* Equipment – ensure all team members have the appropriate equipment to carry out their roles.
* Budgets – relevant authorisation level and management as agreed with the Service Delivery Manager.
* Financial - Responsibly within Agresso for authorising internal and external payments up to £20,000
* Responsibility for raising requests and monitoring receipt of external funding grants, from the Cabinet Office and other Government departments, for election funding and related income
* The recruitment of team members except where appropriate, following the inclusion or consultation of the Governance and Legal Service Delivery Manager.
* Processing “Personal Sensitive Information” as described in the Data Protection Act principle schedule 2 & 3 and “commercially sensitive” Council information.
* Specialise in the Electoral process.
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| Impact |
| This role is to manage the Elections Team to ensure that the Council (including the Electoral Registration Officer and Returning Officer) operates legally in respect of its statutory duties and responsibilities.This role ensures that elections and other election related activities are conducted in a manner that satisfies the requirements of law and of the electorate. |
| Physical Demands |
| * Carrying equipment to different buildings through the Borough.
* During election periods, the preparation of external venues to undertake off site work such as the election Count, relocating ballot-boxes and other electoral equipment, and the safe removal and storage of all equipment and secure documentation following each election.
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| Working Environment |
| * Normal office/business environment
* Other venues and premises as used for elections, including working throughout the evening / night on some occasions
* Due to the nature of this role the officer would occasionally come into contact with verbal abuse and/or challenging from members of the public and/or interested parties they deal with issues that may incur great cost and disadvantage to individuals.
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| Emotional Context  |
| The post holder may have occasional contact with upsetting and/or distressing subject matters when advising on electoral matters |
| Other |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

Person Specification

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| Criteria | Standard |
| Qualifications | * Degree level or equivalent qualification
* A qualified Electoral Administrator or evidence of equivalent knowledge/experience
* Evidence of management development or training in anticipation of management responsibilities
* Post graduate qualification or an equivalent level of education and/or experience
* Evidence of continuing professional development in subjects relevant to the post
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| Experience | * Substantial experience of providing specialist advice and the provision of election services to a local authority as referred to in paragraph 2 of the job description
* Significant experience of working in or for a local authority
* Experience of the management or supervision of officers
* Experience of representing an organisation at meetings, proceedings, presentations and training
* Experience of drafting press releases and promoting issues in the media.
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| Knowledge | * Significant recent and up to date knowledge and expertise in the provision of all types of elections and referenda
* High level knowledge of local government decision-making and council meeting procedure
* Knowledge of data protection and information governance rules and regulations
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| Skills | * Skills to advise in writing and in person to elected members, officers and other stakeholders at all levels
* Ability to communicate well with direct reports, other colleagues, elected members, candidates, agents, members of parliament, members of the public and external organisations.
* Skills to manage a team including evidence of team and individual staff development, leadership and business planning.
* Ability to work alone or as part of a team on often to short and urgent timescales.
* A competent user of MS office and an ability to operate different types of software including software specifically for voter registration and elections.
* Ability to train officers and other volunteers in areas relevant to the post and election procedure generally.
* Ability to write reports to meet electoral commission guidance and advise councillors and officers in relation to the legal requirements for an election.
* Ability to use transferable skills to assist others with management and supervisory responsibilities.
* Ability to work with external/partner organisations and represent the Council at meetings, presentations and similar events.
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| Personal style & behaviours | * As a council employee you will be supported and expected to demonstrate the Council’s Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
* Develop good relationships with others by behaving with integrity and treat people with respect
* Ability to work under pressure on high profile matters.
* Promote diversity and equality of opportunity
* Promotes involvement with corporate initiatives and projects
* A progressive and innovative approach to service delivery and problem solving demonstrating an ability to take on new ideas and motivate others to do the same.
* Leads by example with an ethic towards team work, collaboration, taking responsibility, following corporate policies and objectives and advocating a ‘can do’ attitude.
* Committed to Policy & Development’s objectives particularly.
* Committed to focussing on outcomes and meeting the objectives of the organisation.
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| Fluency Duty | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.The post holder is expected to be able to interpret and explain legislation concerning the electoral process and the electoral register to customers in simple and easily understandable terms. |
| Political Restrictions\*\* | This post is politically restricted |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| Type of criminal records checks required for this post | Ticked as required |
| None | x |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>