



Ipswich Borough Council  
Job Description

**Electoral Officer**

**Main Purpose of Job**

To assist with the efficient and effective delivery of all elections and the management and maintenance of the Register of Electors.

**Main Duties**

1. Support the Electoral Services Team Leader by carrying out the full range of electoral services – supporting the delivery of electoral registration and the organisation of all Parliamentary, European and Local Elections and Referenda. Including the arrangements for staffing, premises, equipment, payments and accounting procedures, all in strict compliance with the relevant statutory provisions.
2. To support the preparation, monitoring, delivery and evaluation of project plans for key electoral events such as local and national elections, the annual canvass and polling district reviews including monitoring performance against the project milestones and outcomes.
3. Support the management and maintenance of the council's election management software, producing reports and data for external mailing.
4. To monitor and evaluate customer interactions within the service area including reviewing and updating the website content for the electoral services.
5. To support regular reviews of the service and assist in identifying and introducing working practices and efficiencies. Support the new initiatives to enhance the electors ability to vote and thereby increase voter turnout
6. In senior officers' absence, act as the council's contact with external teams, including the Electoral Commission, DLUHC and other electoral bodies in connection with elections.
7. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

NB the nature of electoral work means that some evening and weekend working is necessary at time of elections and the annual canvass.



**IPSWICH**  
BOROUGH COUNCIL

## PERSON SPECIFICATION

Job Title – Electoral Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<p>Good standard of education including A levels plus a minimum of 5 GCSES including Maths and English or equivalent skills / experience</p> <p>Willingness and aptitude to undertake further professional studies (including distance learning, if required)</p>	<p>AEA foundation course in Electoral Administration</p>	
<b>Relevant Experience</b>	<p>Proven electoral registration administrative experience</p> <p>Previous experience of working in a confidential environment</p> <p>Previous experience of using electoral management software</p>	<p>Previous experience of training individuals and groups</p> <p>Politically aware.</p>	
<b>Specialist Knowledge</b>	<p>Knowledge of and ability to interpret electoral law and processes, including guidance issued by the Electoral Commission and Government departments to office processes.</p> <p>Working knowledge of a broad range of IT and web based applications, including electoral management software.</p> <p>Working knowledge of all Microsoft Office applications.</p>		
<b>Personal skills</b>	<p>Ability to formulate, monitor and ensure compliance with instructions, share knowledge and work co-operatively in a team environment</p> <p>Ability to communicate well, both verbally and in writing, to</p>		

	<p>people of all levels and external organisations</p> <p>Proven ability to work accurately to a high standard over prolonged period, with attention to detail at all times</p> <p>High level of customer care skills including dealing with enquiries from the public by telephone, face to face and by email.</p> <p>High level of customer care skills including dealing with enquiries from the public by telephone, face to face and by email.</p>		
<p><b>Special working conditions</b></p>	<p>Ability to work evenings and weekends, as and when required.</p> <p>Willingness to take holidays around the busy periods in the annual registration process; and acceptance that leave will be restricted during election periods.</p> <p>Ability to attend site visits within the Borough.</p>		