

Person Specification – Electoral Services Manager (Elections Manager)

Essential Criteria

Experience

- Proven experience in managing electoral processes and compliance with legislation.
- Demonstrated ability in people management, including leading teams and coordinating temporary staff during election periods.
- Experience of working with the Electoral Commission or similar regulatory bodies.
- Experience of managing election budgets and producing statutory returns.

Skills & Knowledge

- Strong knowledge of electoral law and recent legislative changes.
- Excellent written and verbal communication skills, with the ability to communicate effectively with elected members, Electoral Commission representatives, council officers, and members of the public.
- High level of IT proficiency, including Microsoft Office and electoral management systems.
- Ability to manage budgets, contracts, and resources effectively.
- Ability to train and develop staff and deliver presentations to varied audiences.
- Ability to work flexibly, including evenings and weekends during election periods.
- Political awareness and ability to work effectively within a sensitive environment.

Values & Behaviours

- Demonstrate commitment to Rochdale Borough Council values:
- Pioneering and Open – innovative and collaborative approach.
- Proud – ambassador for the borough and service excellence.
- Passionate – respect for diversity and inclusion.

Desirable Criteria

- Membership of the Association of Electoral Administrators (AEA) or willingness to achieve it.

- Experience in promoting voter engagement across diverse communities.
- Please confirm that are you prepared to undertake a certain amount of travelling around the borough in the execution of your duties.

Assessment Methods

- Application Form: Qualifications, experience, Rochdale values.
- Interview: Knowledge of electoral law, communication skills, leadership ability.
- Document Check: eligibility to work.