

ROCHDALE BOROUGH COUNCIL

CORPORATE SERVICES DIRECTORATE Governance

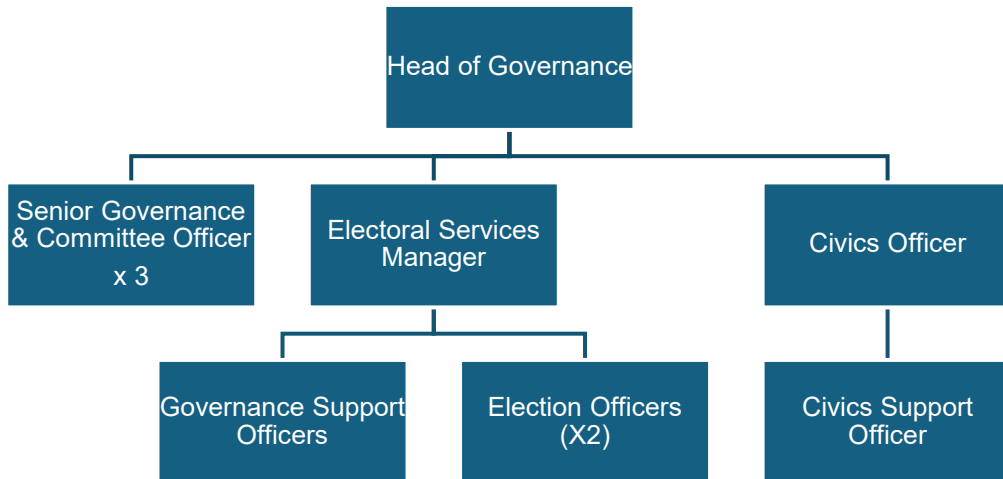
LOCATION: NO 1 RIVERSIDE

JOB DESCRIPTION

Job Title:	Casual Governance Support Officer (Elections)
Grade:	Grade 4
Accountable to:	Elections Manager
Accountable for:	None
Hours of Duty:	Casual
Any Special Conditions of Service:	The Governance Services Section operates a Work Life Balance Scheme.

The Council operates a No Smoking Policy for all its employees.

Organisational Chart:



PURPOSE AND OBJECTS OF THE JOB

To provide an efficient administrative service supporting all aspects of team activities including:

- Electoral Registration
- Election preparation
- Member and candidate support

Control of Resources

Personnel

None.

Financial

To be responsible for processing of financial payments

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self and staff accountable to post holder.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others (colleagues, public etc) in accordance with Council Policies and procedures.

Equal Opportunities

To work in accordance with the Authority's Policy relating to the promotion of Equal Opportunities.

Training and Development

The post holder receive appropriate training to undertake the role.

Relationships (Internal and External)

Internal

- (1) Council Members re: meetings, general queries, requests for information, electoral information etc.
- (2) Officers of the Council.
- (3) Electoral candidates, agents and political organisations.
- (4) External organisations required to deliver the election including polling stations and suppliers.

External

- (1) Members and Officers of public bodies (eg. Health Service, Police etc) re: involvement in meetings, requests for information etc.
- (2) Members of Parliament, re: enquiries, correspondence, exchange of information etc.
- (3) Government Departments, Local Government Association and AGMA on matters relating to the Council's functions.
- (4) General public re: enquiries and complaints.

Responsibilities

The post holder must –

1. Perform his/her duties in accordance with Rochdale MBC's Policies on Equality and Diversity.
2. Ensure that Rochdale MBC's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Pioneering – taking an innovative and forward-thinking approach, being open to new ideas and ways of working to make a positive difference.

Proud – the Council makes, in public service, and in serving the people and communities of the borough.

Passionate – caring deeply about the borough, its people, and its diversity, and bringing commitment and energy to improving outcomes.

Principal Duties

1. To provide administrative support to elected members and the Governance service including:
 - Electoral registration, including the annual canvass and IER;
 - Elections support in preparation for polling day.
 - Processing electoral registration documentation.
 - Preparation of electoral materials.
2. To provide a range of support activities and signposting to elected members
3. To provide support to colleagues across the service in accordance with business need.
4. To undertake or participate in project work on either an in-Service or a corporate basis.

Secondary Duties

1. To attend to queries and enquiries from the general public as required.
2. To co-ordinate the completion, collation and submission of statistics and statistical returns as necessary.
3. To liaise with other Local Authorities, the Local Government Association and Government Departments as necessary in exchange of information and the development and co-ordination of activities.
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of Service (or nominated representative) in consultation with the post holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: Michael Garraway

Date: _____

**Rochdale Borough Council
Person Specification**

Service :	Governance	Post:	Casual Governance Support Officer (Elections)
Section :	Governance Support	Post Number :	
Job Ref:		Grade:	4

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
(a) Special Working Conditions		
1 Are you willing/able to work flexibly including some out of hours working at evenings and weekends?	E	I
(b) Qualifications and Experience		
1 Please provide examples of your experience of any of the following areas of work: <ul style="list-style-type: none"> • Elections Support • Member Support • Data processing • Financial administration 	E	I
2 Using examples please detail your experience of working with elected members, senior managers and the general public	E	I
3. Please describe your experience of working in an administration setting	D	I
4. Using examples please detail your experience of working with specialist computer software to complete work tasks	D	I
(c) Skills and Knowledge		
1 Please give details of your excellent communication skills and your ability to present information in plain understandable language to diverse audiences including elected member, senior managers, poll clerk and canvassers in a diplomatic and professional manner	D	I
2 Please detail your ability to plan and prioritise your own workloads and to work under pressure whilst paying attention to detail	E	I
3 Using examples, please demonstrate your ability to act using independence and initiative		I
4 Please describe how you are able to work as part of a team	E	I
5 Using specific examples please describe your ability to solve relatively complex problems	D	I
6 Please describe your ability to produce documents by use of the intranet/internet and Microsoft Office package ie Word,	D	I