

**Rochdale Borough Council
Person Specification**

Service :	Corporate	Post:	Electoral Services Officer
Section :	Governance Service	Post Number:	132341
Job Ref:	002366	Grade:	6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you must show 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.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualification and Experience		
1 AEA Certificate in Electoral Administration or willingness to achieve certification	E	AF, I (production of certificate if applicable)
2 Recent and proven experience of organising and contributing to the successful deliver of elections, the annual canvass process and the rolling registration process	E	AF, I
3 Using examples, please demonstrate experience of managing and targeting resources effectively to deliver successful electoral outcomes	E	AF, I
(b) Skills and Knowledge		
5 Comprehensive working knowledge of electoral and electoral registration legislation and regulations.	E	AF, I
6 Sound knowledge of information technology, especially Microsoft Word, Excel, Power Point and Outlook	E	Interview
7 Ability to produce and maintain consistently high standards of accurate work under pressure, determine priorities of workload and to meet strict deadlines.	E	Interview
8 Ability to work independently and proactively, anticipating the needs of the service	E	Interview
9 Ability to work in a political environment, including the ability to remain impartial and recognize and respond appropriately to politically charged issues	E	AF, I
Special Working Conditions		
10 The post holder may have to travel in the course of their duties for which appropriate allowances will be paid. Please confirm you are willing to travel.	E	AF, I
11 Please confirm you are willing to attend at evening meetings, committee meetings, community events and unsocial/out of hours working, will be expected, sometimes at short notice, to ensure statutory deadlines are achieved. Compensatory leave will be given in accordance with the local scheme	E	AF, I
12 Please confirm you are able to accept restrictions on leave according to the needs of the service, especially	E	AF, I

	during the main canvass period and the period immediately before, during and after elections.		
13	Please confirm you are prepared to assist with heavy manual handling tasks such as moving ballot boxes, boxes of ballot papers and other election equipment and stationery	E	AF, I
14	Demonstrate commitment to ongoing personal and professional development	E	Interview
Behaviours and Values			
	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours</p>	E	Interview