

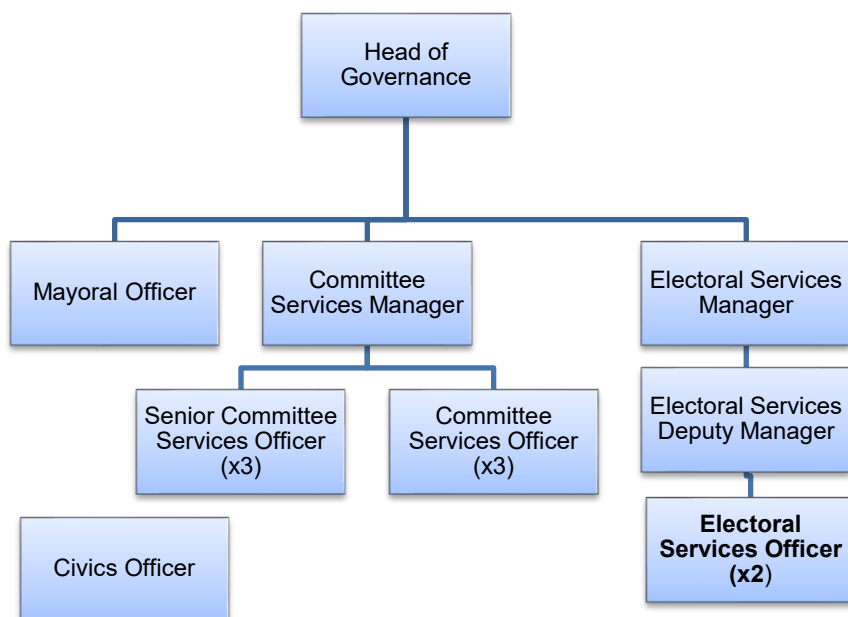
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

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|--|---|---|
| SERVICE | : | Corporate |
| SECTION | : | Governance Service |
| LOCATION | : | Number 1 Riverside |
| Job Title | : | Electoral Services Officer |
| Grade | : | 6 |
| Accountable to | : | Electoral Services Manager |
| Accountable for | : | None At certain times, temporary staff may be allocated to the operational control of the post holder. |
| Hours of Duty | : | 37 hours per week in accordance with the authority's scheme of flexible working hours. |
| Any Special Conditions of Service | | <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>Some out of hours working which will be compensated for by taking time-off-in-lieu only.</p> <p>Payment for extra responsibilities and duties during local elections is already included within this grade. However, duties outside the remit of this job description where a fee is prescribed (e.g. count fee) will be subject to the appropriate payment.</p> <p>This post is/is not Politically Restricted in accordance with the current regulations (to be confirmed)</p> |

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

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

- To assist the Returning Officer/Electoral Registration Officer and the Electoral Services Manager in fulfilling their responsibilities in relation to electoral services to the local electorate.
- To provide technical and operational support to the Electoral Services Manager with the Electoral Registration process, including the observation and provision of all statutory and regulatory issues, the appointment of staff and the production of the Registers.
- To provide comprehensive support to the Electoral Services Manager in the conduct of all Parliamentary, European, Referenda, Local Government and all other elections.

Control of Resources

Financial

Responsible for working in accordance with the financial regulations and procedures of the Authority and :

- i) Control of stock for use in the office and for polling stations, the count venues and canvassers
- ii) Working with the Electoral Services Manager to explore and introduce efficiency savings within the service

Equipment/Material

Responsible for:

- i) equipment and materials used by self and external staff

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

The post holder is responsible for the health, safety and welfare of external staff appointed for the purposes of electoral registration and polling station duties.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post-holder will be responsible for the identification and undertaking of their own training and development requirements in accordance with the Council's performance management framework. Also responsible for contributing to the training and development of temporary staff employed to assist with the elections or electoral registration processes – e.g. polling station staff, count staff, postal vote staff, staff assisting with the internal processes etc.

Relationships

Internal

Returning Officer and Electoral Registration Officer
Leadership Team
Other Officers of the Authority
Political group leaders
Council Members

External

Political Party Leaders
Councillors and Officers of other Local Authorities
MPs and Members of the European Parliament
Local Government Association
Members and Senior Officers of public bodies (e.g. Health Authority, Fire Brigade, Police etc.)
General public
Government Departments (including DWP) and the Local Government Association
Election candidates and agents
Contractors
Representatives from the AEA and Electoral Commission
Local government officers from other councils
Fellow Electoral Services Personnel

Responsibilities

The post holder must:

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity policy.
- (ii) Ensure that Rochdale MBC's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

To assist the Electoral Services Manager in all aspects of electoral registration and elections activity including:

Electoral Registration

1. To be responsible for key activities, as determined by the electoral services manager, in relation to the production of the electoral register;
2. To lead on the compilation, production and distribution of the annual register of electors, co-ordinating and supervising canvassers during the canvass process;
3. With the Governance Support Co-ordinator, to be responsible for the administration of the annual canvass and IER processes including the secure storage of data;
4. To be responsible for the organisation and maintenance of electoral registration and electoral processes, working with the Governance Support Team to ensure the processing of registration forms, rolling registration forms, special registrations, absent vote applications and renewal processes in accordance with statutory frameworks;
5. To facilitate the monthly updates process to the electoral register in line with legislative requirements including the use of the Council's electoral registration software, checking the validity of the applications, sending statutory notifications as required by law and to newly registered electors;
6. Produce and arrange print and delivery of new published Electoral Registers, meeting government deadlines and adhering to government security guidelines

Elections

1. To assist with the organisation, preparation and delivery of **all** types of election and referenda (e.g. local government, parliamentary, GMCA Mayoral, European), taking project lead roles on individual activities that contribute to each election.
2. Preparing and distributing Nomination Packs for Candidates for election
3. Assisting with the Statutory Nomination process
4. To identify and secure suitable venues for polling stations

Legislative

1. To aid with the implementation of new legislative requirements, interpreting these into policies and procedures to be used across the service.
2. To be the primary contact for the provision of advice and guidance to electors as required by statute
3. To retain an up to date knowledge of the law and practice relating to elections and electoral registration and attending training events as appropriate.
4. To manage the production and secure distribution of statutory notices of alteration in both data and paper format whilst observing Data Protection protocols

Procedural

1. To adapt internal policies and procedures arising from changes in legislation and to be responsible for the dissemination of this information across the service and wider organisation as appropriate.
2. To deal with routine and complex enquiries verbally and in writing from members of staff from other departments (e.g. Council Tax for fraud prevention), members of the public, MP's and council members.
3. To provide advice on elections and electoral registration processes to members of the public, councillors, MPs, candidates, agents and party workers, chief officers and senior managers both verbally and in writing.

Financial

1. Receipt of cash/cheques in respect of the sale of the Electoral Register, marked copies of the polling station registers, confirmation letters, pension stamps and polling equipment for hire
2. To deal with payments for sale of copies of the electoral register, marked copies of the polling station registers, hire of polling equipment and letters of confirmation, including the preparation of invoices and paying in of cash and cheques

3. To arrange for the payment of staff employed for the purposes of elections and electoral registration;
4. To arrange for the payment of creditors in respect of elections and electoral registration goods, supplies and services

Resources

1. To co-ordinate the recruitment, appointment, learning and development, assessment and payment of staff required for all elections and electoral registration processes;
2. To be responsible for the procurement and management of all equipment and stationery required for election and electoral registration
3. To be responsible for securing suitable polling venues for election purposes, liaising with property owners on venue hire arrangements and fees
4. To be responsible for the maintenance of accurate computer systems (e.g. electoral registration software, elections management system, signature recognition system, scanning and indexing system).

Performance

1. To generate and distribute reports and statistics to various government departments including the Cabinet Office, Boundary Commission and Office of National Statistics e.g. RPF 29 etc.
2. To be responsible for the accurate and timely production of service information in order to remain compliant with statutory requirements;
3. To contribute to the successful delivery of elections and electoral registration in accordance with nationally established performance criteria
4. To network with electoral service staff in other authorities to identify and implement best practice across the service.
5. To co-ordinate and take part in home visits to assist electors as required by statute

Secondary Duties

- To support the Chief Executive on corporate projects as required.
- To undertake any other reasonable duties which are commensurate with the grading of the post that might be requested by the Head of Governance or Electoral Services Manager.
- To assist in any other activities within the service as required.
- To undertake the manual handling of equipment and stationery as necessary.
- To assist in the recruitment and selection of subordinate staff as necessary.
- To undertake learning and development activity in support of the role
- To participate in Council programmes of in-service training as a trainee and when required as a trainer/facilitator.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Michael Garraway

Date May 2026

Agreed by post holder _____

Date _____