

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Legal &amp; Governance</b>	<b>Post:</b>	<b>Election Manager</b>
<b>Section :</b>	<b>Electoral Services</b>	<b>Post Number :</b>	<b>LGWGE000001</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>10</b>

**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.

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Qualification and Experience</b>		
1 Substantial, recent and demonstrable experience of managing and delivering electoral events, including preparing and maintaining project plans, risk registers, operational timetables and statutory process controls.	E	AF,I
2 Substantial, recent and demonstrable experience of using Xpress electoral management software to support the delivery of elections, electoral registration, absent voting, staffing, polling station management and associated statutory processes.	E	AF,I
<b>(b) Skills and Knowledge</b>		
3 Strong digital and information technology skills, including confident use of Microsoft Word, Excel, PowerPoint and Outlook, together with the ability to use electoral management systems, reporting tools and digital workflow processes effectively.	E	I
4 Sound knowledge of data management requirements in an electoral services environment, including the secure handling, transfer, retention and destruction of personal, statutory and confidential electoral data.	E	I
5 Ability to develop and deliver clear, accessible and targeted communications for electors, candidates, agents, councillors, staff, suppliers and partner organisations, supporting public understanding, participation and confidence in electoral services.	E	I
6 Ability to analyse complex operational and strategic issues, exercise sound judgement, identify proportionate solutions and ensure effective delivery within statutory deadlines and organisational priorities.	E	I

7	Ability to operate effectively, impartially and with professional judgement in a politically sensitive environment, recognising and responding appropriately to politically charged issues while maintaining confidentiality and public confidence.	E	I
8	Effective management and leadership skills, including the ability to manage staff, workloads, performance, competing priorities, suppliers and service delivery during high-pressure statutory election periods.	E	I
9	Experience of managing budgets, including monitoring expenditure, forecasting costs, supporting procurement activity, managing supplier costs and contributing to financial control and reconciliation processes.	E	I
<b>(c) Values and Behaviours</b>			
10	<p>Commitment to working in accordance with the Council's values and behaviours, including:</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make;</li> <li>• Passionate about the diversity of the Borough; and</li> <li>• Pioneering and open in our approach.</li> </ul> <p>Applicants must be willing to demonstrate and uphold these values and behaviours in the way they work.</p>	E	AF,I
<b>Special Working Conditions</b>			
11	Willingness and ability to travel in the course of duties, for which appropriate allowances will be paid in accordance with the Council's scheme.	E	AF,I
12	Willingness and ability to attend evening meetings, committee meetings, community events and to work unsocial hours or out of hours, sometimes at short notice, to ensure statutory deadlines and service requirements are met. Compensatory leave will be given in accordance with the local scheme.	E	I
13	Willingness and ability to accept restrictions on annual leave according to the needs of the service, particularly during the annual canvass period and immediately before, during and after scheduled or unscheduled elections and referendums.	E	AF,I