

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Corporate Services
SECTION:	Governance
LOCATION:	Number One Riverside
JOB TITLE:	Election Manager
POST NUMBER:	LGWGE0000001
Grade:	10
Accountable to:	Head of Governance / Returning Officer
Accountable for:	Election team
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.

Any Special Conditions of Service: 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 Rochdale Borough Council.

Willingness and ability to travel in the course of duties, for which appropriate allowances will be paid in accordance with the Council's scheme.

Willingness and ability to attend evening meetings, committee meetings, community events and to work unsocial hours or out of hours.

Willingness and ability to accept restrictions on annual leave according to the needs of the service.

This post is Politically Restricted in accordance with the current regulations.

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 lead and manage the delivery of all electoral registration and election functions, ensuring compliance with statutory requirements, Electoral Commission standards and Council policies. The postholder will provide strategic leadership to the Electoral Services Team and act as the Council's principal adviser on electoral registration, elections and democratic participation.

Control of Resources

Personnel

Direct management and development of Electoral Services staff.

Responsibility for recruitment, training and management of temporary and casual election staff.

Financial

Management of Electoral Services budgets.

Monitoring expenditure and production of statutory returns and election claims.

Ensuring value for money and compliance with procurement and financial regulation.

Equipment/Materials

Responsibility for election equipment, polling station materials, count venue resources and electoral management systems.

Health/Safety/Welfare

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

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 assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

- Chief Executive
- Returning Officer
- Electoral Registration Officer
- Directors and Assistant Directors
- Governance and Legal Services
- Finance, ICT and Communications Services
- Elected Members

- Electoral Commission
- Greater Manchester Combined Authority
- Candidates and Election Agents
- Political Parties

- Other Local Authorities
- Suppliers and Contractors
- Members of the Public
- Association of Electoral Administrators.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council'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

1. Lead, manage and develop the Electoral Services function.
2. Maintain an accurate and complete electoral register in accordance with legislation.
3. Plan and deliver the Annual Canvass and all associated electoral registration activity.
4. Lead the planning and delivery of local, parliamentary, combined authority, mayoral and other elections, referendums and polls.
5. Ensure all elections are delivered in accordance with statutory timescales and Electoral Commission guidance.
6. Recruit, train and deploy temporary election staff and polling/count staff.
7. Manage election venues, equipment, logistics and procurement activities.
8. Develop and maintain policies, procedures and business continuity arrangements for Electoral Services.
9. Monitor changes in legislation and ensure their implementation within service delivery.
10. Ensure compliance with GDPR, data protection and information governance requirements.
11. Manage Electoral Services budgets and prepare statutory election claims and returns.
12. Provide expert advice and guidance to Members, senior officers, candidates, agents and partner organisations.
13. Develop and maintain effective relationships with the Electoral Commission, Greater Manchester authorities and relevant professional bodies.
14. Promote voter registration and democratic engagement initiatives.
15. Identify, manage and mitigate operational, reputational and electoral risks.
16. Prepare reports, briefings and performance information for senior management and Members as required.
17. Ensure effective workforce planning and performance management within the service.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

