

Role Profile – Electoral Services Manager

- **Location:** Number 1 Riverside, Smith Street, Rochdale
- **Hours:** Can accommodate 30-37 hours per week (flexible working available)
- **Grade:** 10 (£51,928 - £56,293)
- **Annual leave:** 29 days plus bank holidays, increasing with service
- **Accountable to:** Head of Governance /Returning Officer/Electoral Registration Officer
- **Accountable for:** Deputy Elections Manager, Elections Support Officers and temporary staff as required

Succeed at Rochdale

- Support to thrive and develop your career
- Progression opportunities
- Culture of learning and development
- Ambitious future
- Wellbeing support
- Best Corporate Workplace in the UK
- Located at the Heart of Riverside surrounded by shops, cafe, bars and leisure facilities
- Fabulous public transport links

Overview - duties

- Oversee the maintenance of the electoral register and the delivery of all elections and referenda
- Ensure compliance with all relevant legislation e.g., data protection and election law. Maintaining high standards of data security and confidentiality
- Manage budgets, contracts, and resources efficiently
- Oversee the recruitment, training, and management of permanent and temporary staff
- Develop and implement office systems and processes to improve efficiency
- Represent the council at local, regional, and national forums, and collaborate with external partners

Purpose - objectives

- To lead and manage the Electoral Services team
- Ensure the effective delivery of all electoral registration and election processes in accordance with statutory requirements.
- You will provide advice and support on electoral and democratic matters, working with councillors and colleagues across the council
- You will also play an important role in encouraging and promoting democratic engagement across the borough.

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Person specification



Assessed via application form / CV upload. You must demonstrate these criteria in your application to be considered for an interview

Skills, Experience & Knowledge

How assessed (A,I,P - Application, Interview, Presentation)

1. Ability to manage budgets, contracts, and resources efficiently, including monitoring expenditure, forecasting costs, supporting procurement activity and contributing to financial control and reconciliation processes.
2. Proven experience in people and project management
3. Strong written and verbal communication skills, with the ability to produce accurate and detailed work that is clear and accessible.
4. Commitment to high standards, continuous improvement, and customer service.
5. 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.
6. Effective management and leadership skills, including the ability to manage staff, workloads, performance, competing priorities, suppliers and service delivery during high-pressure periods.

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Values – Pioneering, Passionate and Proud

- **Proud** of the difference we make
- **Passionate** about the diversities of the borough
- **Pioneering** and open in our approach

Please provide an example of how you have demonstrated our values in your previous experience

Person specification

The remainder of the person specification will be assessed at stage 2 of the recruitment

Skills, Experience & knowledge

How assessed (A,I,P – Application, Interview, Presentation)

- | | |
|---|-----|
| 1. Knowledge of, or experience working with, electoral, statutory, or partner organisations | I |
| 2. Knowledge of recent electoral legislation and best practice | I |
| 3. 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 | I |
| 4. Ability to analyse complex operational and strategic issues, exercise sound judgement, identify proportionate solutions and ensure effective delivery within statutory deadlines and organisational priorities | I |
| 5. 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 | I |
| 5. Ability to promote voter engagement and education across diverse communities | I/P |
| 6. Ability to work flexibly, including evenings and weekends as required, particularly during election periods | I |
| 7. Willingness & ability to travel across various different sites when required | I |

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Our Benefits



Financial Wellbeing

- Vivup Benefits Platform
- Competitive salary progression
- Local Government Pension Scheme (LGPS)
- Metro Moneywise Credit Union
- HSBC financial wellbeing support



Wellbeing support

- Employee Assistance Programme (EAP)
- Access to counselling and mental health services
- Occupational health support
- Discounted Your Trust fitness memberships



Personal development

- Ongoing training and professional development
- Apprenticeships
- Financial support for relevant professional qualifications



Worklife balance

- Flexible and hybrid working
- Generous annual leave
- Flexible working hours / flexi-time
- Ability to buy additional leave



Recognition

- Long Service Celebration
- ACE Staff Awards
- Values badges



Travel and commuting

- Discounted Bee Network tickets
- Casual Car user allowance
- Cycle to work scheme
- Green fleet car scheme
- Car parking permit