

## Harlow Council Job Description

**Job Title:** Electoral Services Administrative Assistant **Post Number:** LP0160

**Grade:** 6 **Date:** January 2019

**Service:** Governance

**Location:** Latton Bush Centre

**Responsible to:** Electoral Services Manager

### Job Purpose:

To provide admin support to the Electoral Services Manager in all aspects of the service.

- 1.0 To provide admin support with all processes relating to the Electoral Register.
- 2.0 To provide admin support with all processes relating to elections, referenda and the census.
- 3.0 To act as point of contact for members of the public and provide information on electoral services.
- 4.0 To carry out any associated general duties which may be allocated by the Electoral Services Manager.
- 5.0 To undertake any other duties.
- 6.0 Statement of health and safety.

### Breakdown of tasks:

#### 1.0 To provide admin support with all processes relating to the electoral register.

- 1.1 Undertake all administrative duties required for the preparation, publication and issue of the Electoral Register in accordance with the current provisions of the Representation of the Peoples Act.
- 1.2 Undertake all administrative duties required for the maintenance of the Electoral Register throughout the year.
- 1.3 Assist with the administrative duties required to carry out all aspects of the Household Annual Canvass, including the Personal Canvass stage.
- 1.4 Undertake the ITR Personal Canvass throughout the year as required.
- 1.5 Process all registration forms and online applications daily.
- 1.6 Process all work queues daily.
- 1.7 Distribute the register and monthly updates in accordance with legislation and keep accurate records.
- 1.8 Manage the daily post routines including collecting mail from reception, recording opening and dealing with incoming post.
- 1.9 Manage the registration mailbox and CAM enquiries daily.

**2.0 To provide admin support with all processes relating to elections, referenda and the census**

- 2.1 Assist with the administration of all arrangements for polling stations.
- 2.2 Assist with the preparation of stationery and equipment in respect of all elections.
- 2.3 Receive and process absent vote applications and maintain the manual records.
- 2.4 Assist with any arrangements associated with recruitment of staff for all elections.
- 2.5 Assist with the processes required for postal voting, including printing of all required stationery.
- 2.6 Assist the Electoral Services Manager as required.

**3.0 To act as point of contact for members of the public and provide information on electoral services.**

- 3.1 Attend reception to deal with personal enquiries regarding Electoral Services.
- 3.2 Provide information on electoral matters for external and internal bodies via the telephone, email or in person.

**4.0 To carry out any associated general duties which may be allocated by the Electoral Services Manager.**

- 4.1 Paying in and issuing of receipts for monies received from sale of the Electoral Register or the Open Register.
- 4.2 Liaise with IT Services to reports faults/problems within the office.
- 4.3 Assist with the maintenance and updating of the service web pages.
- 4.4 Assist with ordering of stationery and equipment as required.

**5.0 To undertake any other duties.**

- 5.1 Participation in the monitoring of the staff safety register.
- 5.2 All employees should show a commitment to safeguarding children, young people and adults with care and support needs.
- 5.3 To undertake any other duties which may reasonably within the competence of the post holder or the scope of the post.

**6.0 Statement of Health and Safety**

- 6.1 Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council has the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974.
- 6.2
  - To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
  - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
  - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.