

Democratic and Registration Services Officer (6 Month with Potential of Permanent Contract)

Closing date: 24th February 2019
Interview date: from 1st March 2019



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Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk.

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Democratic and Registration Services Officer

Salary £28,818 – £32,830
(Six months fixed term contract - Full Time)

How would you like to be at the heart of public life? We're looking for someone with an interest in administrative and project support to join our Democratic and Registration team for six months with the potential for longer. The post holder will be supporting Councillors in their various roles as well as working closely with a number of teams working on projects to deliver elections, democratic and registration processes.

This is a varied administrative and business support role. You will be balancing providing day to day office support with forward planning for delivery of Member development activities alongside project work.

Good communication, diplomacy skills and the ability to work flexibly are essential. You should also be able to work as part of a team and when required on your own initiative. Underpinning your skills will be confidentiality and political awareness.

Whether you're an experienced administrator or looking to build on limited experience, you'll have plenty of scope to develop your skills and expertise within a positive environment. Advice and guidance will always be on hand from a supportive team.

Salary will be dependent upon your previous experience.

Closing date: Midnight 24 February

Interview date: 1 and 4 March 2019

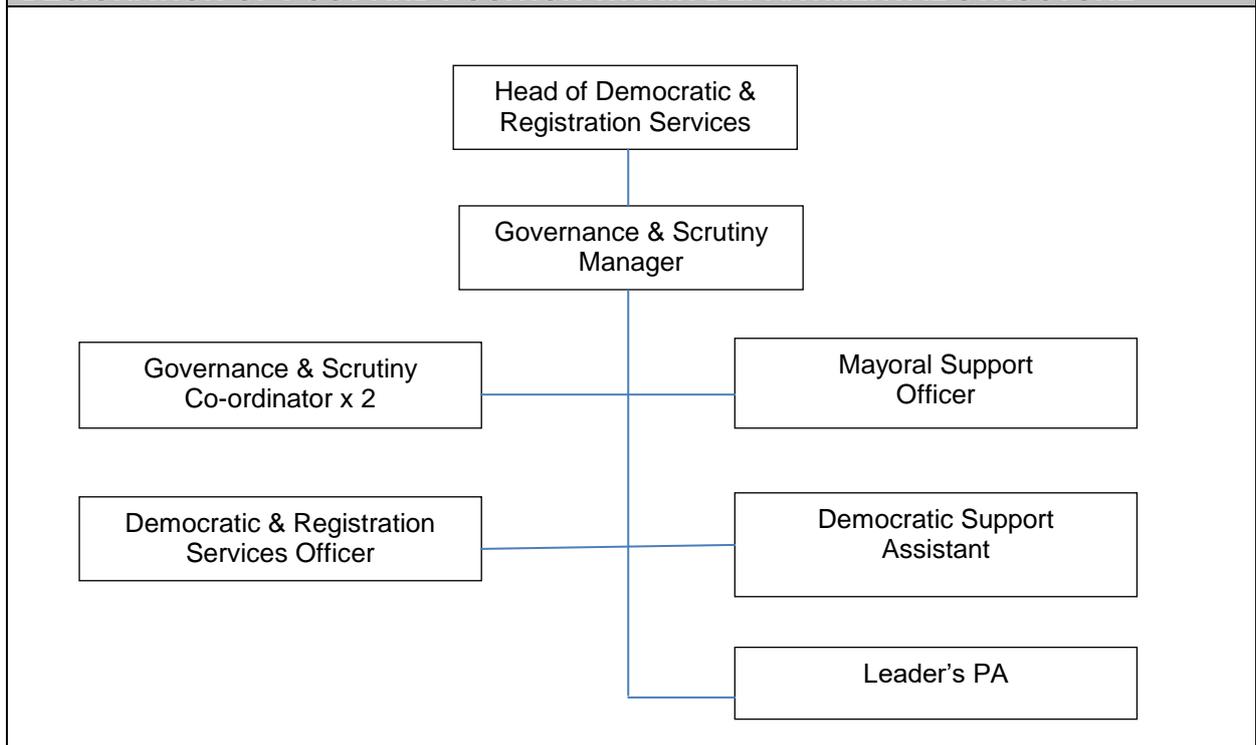
Job Description

Department: Delivery	Section: Democratic and Registration Services
Post Number: TBC	Location: Time Square
Job Title: Democratic and Registration Services Officer	
Work style: Home Flex	Grade/Salary Range: BG-H

JOB PURPOSE

- 1 To be responsible for the effective delivery of elements of the Member Services Support including the Member Development Programme and support provision to elected members.
- 2 To work closely with the Democratic and Registration Services team by providing a comprehensive range of administrative and business support services to all team projects.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

It should be noted that the list below of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

- (i) To contribute to arrangements for Member Support including administrative support to elected members, the Leader's Office and the Mayoral Office as required;

- (ii) To contribute to arrangements for member training and development events including updating intranet information, development of induction materials and carrying out evaluation exercises to measure effectiveness of the programme;
- (iii) To provide administrative support to project meetings including creation of agenda, drafting minutes and maintaining action plans;
- (iv) To be responsible for drafting responses to Freedom of Information requests;
- (v) To be responsible for processing and maintaining audit records for members allowances;
- (vi) To be responsible for recruiting Co-Opted members to Council Committees and maintaining the database on Council's external appointments;
- (vii) To undertake other office duties including stationary ordering, processing invoices and orders via Agresso, dealing with telephone and room booking enquiries;
- (viii) To support the relevant project lead officer and ensure that the administrative and business needs of the allocated projects are met;
- (ix) To undertake such other duties as may be allocated from time to time, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

This role is key to the effective delivery of the Member Development programme, associated promotional activities and support services to Members by providing project and administrative support.

Depending on the projects which the postholder undertakes their role could be key to the provision of statutory responsibilities for electoral registration, elections and referendums; support and contribute to the on-going development of the Registration Service and Democratic Service.

The nature of the work undertaken will impact directly on other members of staff, elected Members and potentially, dependant on the project, on party agents, candidates and the general public.

There is no budgetary or supervisory responsibility.

Person Specification

JOB TITLE: Democratic and Registration Services Officer	SECTION: Democratic and Registration Services
DEPARTMENT: Delivery	POST NUMBER: TBC

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>English A Level C grade or equivalent, or relevant verifiable experience.</p> <p>Commitment to continual improvement of personal and professional knowledge and performance.</p>	<p>Educated to degree level, or equivalent; or verifiable experience and training.</p> <p>Knowledge of Information Security Requirements.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Excellent oral and written communication skills, including the ability to present information and advice confidently and effectively to a wide range of people.</p> <p>Proficiency in the use of current IT packages (email systems, Word, Excel including experience of managing electronic calendars.</p> <p>Ability to co-ordinate, plan and prioritise the workload and meet deadlines when faced with conflicting priorities.</p> <p>Ability to work under pressure and respond efficiently to urgent matters.</p> <p>Ability to absorb new and changing information and to analyse its implications for current tasks.</p> <p>Ability to work accurately to a high standard with attention to detail at all times.</p> <p>Negotiating and influencing skills.</p>	<p>Knowledge of major issues in the external environment affecting local government</p> <p>Knowledge of an electronic committee management system or elections management system.</p> <p>European Computer Driving Licence (ECDL)</p>
Work-related Personal Requirements	<p>Effective interpersonal skills with ability to form working relationships with customers, councillors, directors, senior officers and partners.</p> <p>Ability to exercise tact, diplomacy, sensitivity and confidentiality in carrying out duties.</p> <p>Ability to work independently and within teams to meet targets and</p>	<p>Politically sensitive and astute.</p>

	<p>deadlines for own work packages and the team as a whole.</p> <p>Excellent customer care skills.</p> <p>Reliable and trustworthy.</p>	
Other Work Requirements	<p>Sufficient flexibility to ensure deadlines are met.</p> <p>Willingness to travel to off-site meetings.</p> <p>To understand, implement and carry out duties in accordance with the Council's Equal Opportunities Policy.</p>	<p>Understanding of the political context of local authority decision making.</p>
Values and Behaviours	<p>Role models and demonstrates the Council's values and behaviours.</p>	

About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Location

This position is based at Time Square.

Work Style / Parking

Your work style is "Home-Flex". This is also a primarily deskbound role but it could equally be done for part of the week from home.

For a 5:3 desk ratio this amounts to 40% of time away from a desk in the office – this may be working at home or another location or attending meetings or other activities away from a desk.

The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

There is very restricted parking at our town centre offices. If you would like a car parking space when you start your employment with us we will send you an online form to complete. Please note there will be a charge for parking which will depend on your salary and working hours. You will receive further details from the HR department after a conditional offer has been made. To find out more information about parking at Bracknell Forest Council visit <https://www.bracknell-forest.gov.uk/roads-parking-and-transport/parking/bracknell-town-centre-parking>

Alternatively, the bus and train stations are nearby.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a temporary for six months subject to 1 month's notice on either side. This role has the potential to become permanent.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade H. The grade range is £22,401 - £27,358 per annum; the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £597 per annum .

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Working Hours

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

Holidays

The annual holiday entitlement is 23 days plus bank holidays.

Annual holiday entitlement increases with length of service (4 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

Politically Sensitive

This post is a politically sensitive post, ie politically restricted under The Local Democracy, Economic Development and Construction Act 2009.

This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council.

Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.
- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (eg open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any unspent convictions, cautions, reprimands, orders and warnings. Please see below for details:

Sentence	Rehabilitation period This applies from the <u>end date of the sentence</u>
Custodial sentence of over 4 years or a public protection sentence	Never spent
Custodial sentence of over 2 ½ years up and including 4 years	7 years from the date upon which the sentence is completed
Custodial sentence of over 6 months but less than and including 2 ½ years	4 years from the date upon which the sentence is completed
Custodial sentence of 6 months or less	2 years from the date upon which the sentence is completed
Community Order / Youth Rehabilitation Order	1 year from the date the order was imposed
Fine	1 year from the date the fine was imposed
Absolute discharge	No rehabilitation period
Conditional discharge, bind over order, attendance centre order, hospital order, referral order	Period of order

To find out more about the recruitment of Ex-Offenders visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/guidance-recruitment-ex-offenders>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>