

JOB DESCRIPTION

Post Number:

Post Title: Casual Electoral Registration Visiting Officer

Salary Grade: National Living wage – hourly paid

Contract Type: Casual

Allowances: Standard Casual User mileage rate, travel & subsistence

Workbase Location: Malvern Hills District

Department / Service: Resources

Responsible to: Electoral Services Manager

Responsible for: N/A

Main Purpose/Scope Of The Job

To assist the Electoral Registration Officer with the maintenance of the Register of Electors.

You will be required to visit / telephone properties you are assigned and deliver / make enquiries in relation to Individual Electoral Registration.

Key tasks/Accountabilities

1. To visit required properties / contact residents to encourage registration and provide assistance where needed.
2. Visiting properties and completing online forms on a tablet computer. Advising electors on the information required and advising the elector of how Where no contact is made, to leave the canvasser calling card.
3. To make one visit per household as required.
4. Complete all the relevant paperwork and return as necessary to the Electoral Services Manager.
5. To ensure that the Council's policies and procedures in relation to the Canvassing of Individuals are followed.
6. To attend any necessary training covering all aspects of duties.
7. To comply with all relevant Health and Safety Legislation and to pursue duties in a safe manner with regard to the health and safety of others.

8. Observe the Council's equal opportunities and racial equality policies in all aspects of employment and service provision.
9. To ensure confidentiality at all times in all matters relating to any work or communication within the department and the District Council and to comply with Data Protection rules.
10. Any other duties consistent with the abilities of the postholder.

Other duties

The post holder will be expected to:

- act in an efficient and professional manner at all times.
- exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.
- have a flexible approach to the work required to be undertaken, to assist other staff and ensure that the administrative needs of the Council are met.
- work outside normal office hours from time to time as the demands of the post and emergencies dictate.
- demonstrate commitment to the values of the Council.
- undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general responsibility.

MHDC reserves the right to vary the content of this job description, after consultation with the post holder, to reflect changes to the job without changing the general character or the level of responsibility.

The post holder will be expected to evidence appropriate levels of competence in the following areas:

- Managing your own work
- Commitment to performance improvement
- Judgement and decision making
- Effective utilisation of resources
- Safety and risk management
- Managing expectations and delivering results
- Working with people, partnerships and networking
- Respect for people
- Persuading, Influencing and communicating
- ICT skills
- Adhering to principles and values
- Self management
- Numeracy
- Professional and technical competence

Political restriction : This post is 'Politically Restricted' within the meaning of the Local Government and Housing Act 1989.

Date Job Description updated: ...

Updated by

Date Evaluated

PERSON SPECIFICATION

Post No:

Job Title: Casual Electoral Registration Visiting Officer

Service Unit: Resources

Requirements	<u>ESSENTIAL</u>		<u>DESIRABLE</u>	
<p>1. Personal Skills <i>eg, interpersonal, planning, organising, communication, learning, leadership</i></p>	<p>Self motivated with a commitment and ability to work on own initiative</p> <p>Excellent Communication skills</p> <p>Flexible approach to work</p> <p>Organised</p> <p>Customer service skills</p>			
<p>2. Experience <i>eg. previous types of jobs, teamwork</i></p>	<p>Experience of dealing with members of the public, face to face or by telephone.</p> <p>Clerical experience</p>		<p>Experience in a canvassing role</p> <p>Experience of working in a temporary elections role, eg. Poll clerk</p>	
<p>3. Knowledge <i>eg. computer literacy, ability to work with stats or reports</i></p>	<p>Ability to use a tablet computer</p>		<p>Understanding of the voter registration process</p> <p>Knowledge of the local area</p>	

<p>4. Special Requirements <i>eg. unsociable hours, driving licence, commitment to equal opportunities</i></p>	<p>Access to a car and / or ability to travel across the district</p> <p>Access to a mobile phone</p> <p>Able to work independently or as part of a team as required.</p> <p>Prepared to wear a name badge</p>			
<p>5. Education <i>eg. qualifications, professional & specialised training, technical skills</i></p>	<p>Good standard of general education</p>			

<p>Indicate how this will be assessed:-</p>				
Application Form	A	Practical Test	T	References
Interview	I	Presentation	P	Evidence of Qualifications
				R
				Q