

Job Description

Corporate Services - Legal & Corporate Compliance

Post Title	ELECTORAL REGISTRATION ENGAGEMENT OFFICER		
Post Number	BG New	Grade	Scale 5
Base	Agile Working/General Offices	Hours	37
Car User Allowance	No	Disclosure	Yes
Contact	Audra Williams	Updated	September 2021
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Service Manager – Registration, Elections & Corporate Complaints

Responsible for:

To promote the Welsh Electoral Franchise changes and encourage voter registration and participation to Blaenau Gwent residents with a focus on young people

To provide administrative support across the full range of electoral and election activities ensuring that the Council's approach is lawful, efficient and effective

To improve voter, potential voter and future voter awareness of the importance and relevance of local democracy with the aim of improving voter turnout.

Principal Accountabilities

1. To promote the Welsh Electoral Franchise change to Blaenau Gwent residents, including a particular focus on Under 16 year olds and Non-British Citizens to ensure they are encouraged to register and vote in all Welsh elections.
2. To proactively engage with schools and wider education facilities, youth forums, youth clubs and under-represented groups to explain franchise changes and encourage registration. This will include visiting establishments to ensure direct engagement with the customer and setting up targeted strategies that will inform and encourage participants to register and vote

3. To develop an electoral participation public engagement strategy, by analysing and understanding the current register of electors and develop strategies that would lead into revised registration plans that sets out the Council's approach to identifying and targeting potential new electors within the franchise.
4. To take a lead role supporting the Elections Manager to fulfil the statutory duty under Section 9A of the Representation of the People Act 1983 to take all necessary steps to comply with the duty to maintain the electoral register. This will include:
 - ensuring the eligibility of applicants
 - statutory deadlines are met
 - delivery of the annual canvass within canvass reform
 - to support the wider delivery of the elections process
5. To understand the current electoral register, identify people who are not yet registered and develop strategies and plans to encourage them to register. This will include the development of promotional material, targeting specific groups of people and meeting with wider stakeholders across the Council.
6. To Support the Election team on a selection of flexible voting pilots to test different forms of flexible voting (for example, early voting and voting in schools).
7. To participate in the Welsh Government facilitated network for electoral registration, attending its meetings and implementing revised actions and recommended strategies.
8. To provide regular updates and reports to Welsh Government on our activity and the accuracy and completeness of the electoral register.
9. To maintain confidentiality at all times.
10. This role will be required to work outside of normal office hours as required.
11. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
12. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
NVQ Level 3 in Administration, Business, IT (or equivalent qualification or experience)	Essential	✓			
Experience in the areas of Elections, Electoral Registration process and Land Charges.	Essential	✓	✓		
Knowledge or understanding of electoral legislation					
Knowledge/Skills – Other Experience					
Knowledge of the demographics of the Blaenau Gwent area					
Ability to work effectively and remain calm under pressure	Essential	✓	✓		
Competent in data management and address management systems	Essential	✓	✓		
Able to analyse and evaluate Complex information	Essential	✓	✓		
Able to work to tight deadlines Managing changing and Conflicting demands	Essential	✓	✓		
Able to work effectively in a political environment and handle confidential issues discreetly and tactfully	Essential	✓	✓		
Good organisational skills	Essential		✓		
Proven track record in the use of IT packages to produce reports and presentations	Essential	✓	✓		
Experience of running major National or local elections/referendums	Desirable	✓	✓		
Experience of working with young people and/or under-represented groups	Essential	✓			
Experience of liaising with customers/stakeholders to understand views and provide information	Desirable				

2. Welsh Language Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓	✓		

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full driving licence and access to a car for work purposes	Essential	✓			
Willing to take annual leave to fit around the electoral services cycle of work and acceptance that leave will be restricted during Election and register of electors annual audit periods	Essential		✓		
A flexible attitude to work during Election times outside of normal office hours	Essential		✓		

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓