

Person Specification



Job Title	ELECTORAL SERVICES MANAGER
Grade	PO3 to PO5
Service/Section	Electoral Services
Directorate	Communities Environment and Central

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Excellent knowledge of an Electoral Management Software system and be able to process complex registration and elections issues using such software	Essential
Skills and Abilities	
Strong planning, organisational and administrative skills.	Desirable
Ability to use own initiative in prioritising work and managing competing priorities, sometimes under pressure and meeting strict deadlines.	Desirable
Ability to work in a political environment, possessing the skills of political astuteness, sensitivity and impartiality in order to create good working relationships with politicians, candidates, political agents, community representatives, officers of the Council at all levels and external agencies.	Essential
The ability to supervise staff, manage their work as well as your own and to set and manage the performance of others.	Essential
Ability to manage access to and use of databases to import, store, retrieve and generate service-related activity and outcomes.	Desirable
Excellent knowledge and understanding of legal and procedural requirements in relation to the conduct of elections and electoral registration.	Essential
Ability to manage the recruitment and use of temporary and part-time staff i.e. canvassers and election staff.	Desirable PO4/5 Essential

Ability to undertake employee investigations, hearings and appeals. Ability to manage and implement stakeholder and public consultation. Flexibility required to work on occasion at weekends or evenings.	PO4/5 Essential Desirable Desirable
Experience	
Significant experience in the practical organisation and delivery of electoral registration and statutory UK elections – including, but not limited to, experience of liaison with data holders in relation to service delivery.	Essential PO4: 1 year at PO3 or equivalent level PO5: 2 years (1 year at PO4 or equivalent level)
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	Essential Essential