**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Purpose of the Job:**

To work as part of a team to support Electoral Services, which includes the Principal Electoral Services Officers and the Electoral Services Manager, with all aspects of electoral work ensuring an efficient and effective service.

**Duties and Responsibilities**

1. To assist with all the day-to-day electoral services registration tasks ensuring all statutory deadlines are met.

2. To gain a working knowledge of Electoral regulations relating to franchise issues, disclosure of information and be willing to continue to personal development of such knowledge by attending professional association and governmental seminars, workshops, and courses.

3. To assist with making base line determinations of voter registration applications as to qualification to register, appropriate voting franchise and elector markers cross referring applications to Council Tax data and property data bases where appropriate.

4. Distribute registers to those entitled to receive them on a monthly basis during rolling registration in accordance with statutory provisions e.g. MPs, MEPs Councillors and other elected representatives and political parties. Maintain such distribution lists and records of what was sent.

5. As front line members of the Electoral Services team dealing with all stakeholders, telephone calls and data processing be alert to and understand registration and voting integrity processes and procedures critical to maintaining confidence in the Council’s delivery of Electoral Services.

6. To assist generally in the organisation of Elections and Referenda as part of a dedicated team dealing with the full range of activities as prescribed in the Election Timetable.

7. To assist in allocating temporary elections and canvass staff to jobs and maintain staffing data base of up to 1000 people.

8. Support the delivery of training of temporary Electoral staff

11. Provide assistance and support to the wider Legal Services team in case of need.

12. Ensure all activities are conducted within office processes and procedures which incorporate meeting the Electoral Commissions Guidance and performance standards and adopting best practices where appropriate.

13. To assist in producing statistical and other informational returns as directed.

14. To adopt a service delivery approach to meet any changes in Electoral Law and Practice and to attend appropriate meetings, courses and seminars when required.

15. To assist with implementing changes in connection with any regulatory requirements

16. To deal sensitively with enquiries from all stakeholders via personal visits, telephone and e-mail ensuring a comprehensive and helpful response.

17. To assist with general office administrative duties and carry out such other duties as may be required.

18. Maintain Office stationary supplies and manage the payment of invoices in accordance with the Councils procurement processes and policies

19. Carry out duties and responsibilities in accordance with the Council’s Health & Safety Policy and relevant health and safety legislation.

20. Carry out duties and responsibilities within the framework of the Council’s equal Opportunities Policy.

21. Utilise and develop IT skills to supplement the Electoral Systems as a means to effective and efficient working practices.