



Job Title:	Electoral Services Apprentice
Service Area:	Legal & Democratic Services
Team:	Electoral Services
Salary:	Apprentice Rate

Job Description

Main Purpose of Job:

To assist the Electoral Services Team with all aspects of Electoral Administration and Elections.

Our Values

You will be expected to work in line with our values which are:

Proud - Believing in who we are, what we do and where we live

Dynamic - Transforming the future with you in mind

Truthful - Honest and clear in all we do

Good Value - Delivering outstanding services, smartly & economically

United - Whoever we work with, we work as one team

Key Responsibilities:

1. Electoral Registration

To help to ensure that the East Suffolk Council electoral register is as complete and accurate as possible by:

- a. Scanning and Processing Electoral Registration Forms.
- b. Dealing with queries regarding the Register of Electors from members of the public.
- c. Communicating with Parish Clerks, Councillors, Political Parties and Government agencies.
- d. Assisting with public awareness initiatives.
- e. Communicating with and visiting Residential Homes, Housing Associations and Military organisations to ensure accurate and complete electoral registration records.



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2. Elections

Assisting with the administration of elections and referendums by:

- a. Assisting with the booking and payment of invoices for Polling Station hire.
- b. Assisting with the allocation of temporary election staff.
- c. Assisting with the maintenance and upgrading of equipment used in connection with elections.
- d. Assisting with the delivery of elections and by-elections, including Polling Station and count duties.

3. Miscellaneous

Assisting with the smooth running of the Electoral Service Team by:

- a. Dealing with and taking messages in relation to elector queries.
- b. Maintaining election stationery and equipment stocks.
- c. Undertaking other such duties and hours of work as may be reasonably required which are consistent with the level of the post.
- d. Maintaining personal development to meet the changing needs of the job, participating in appropriate training activities.

4. Other

- a. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
- b. To promote and adhere to the workplace values of our organisation.

Line Manager: Senior Electoral Services and Systems Officer

Responsible for: None

Political Restriction:

This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.



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Note: This is a description of the job as it is constituted at **(February 2020)** but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council's aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.



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Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Computer literate. • Experience of Microsoft Word and Excel. 	
Skills and Abilities:	<ul style="list-style-type: none"> • Ability to work independently and use initiative as well as part of a team. • Confidence to communicate with people at all levels. • High level of accuracy. • Ability to work under pressure to legislative deadlines. 	
Education and Training	<ul style="list-style-type: none"> • 4 GCSEs at grade C and above or Grade 4-9 including English and Maths. 	
Other Requirements	<ul style="list-style-type: none"> • A commitment to own development and to supporting training and development initiatives. • Flexible and willing to work outside of normal working hours. 	<ul style="list-style-type: none"> • Must be mobile / have access to a car to attend business meetings at other sites / locations within the district as required.