



WOKINGHAM
BOROUGH COUNCIL

Job Description

Job Reference

710553

Job Title	Electoral Services Manager		
Service	Governance	Team	Democratic and Electoral Services
Location	Shute End		
Reports to	Head of Democratic & Electoral Services		
Grade:	Type of position:		Hours per Week:
10	Full Time, permanent		37

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

The Electoral Services team is part of the wider Democratic & Electoral Services team and is responsible for delivering the Council's electoral services. This includes conducting all elections within the borough, namely, local Council, UK Parliamentary, European Parliamentary, by-elections for any of the aforementioned, referenda (local, regional and national) and any other elections or referenda as required.

Electoral Services also manage and administer the Register of Electors, involving the canvass and individual electoral registration.

The team also encourage maximum participation in local democracy and voting in elections as well as supporting more widely the democratic functions of the Council and the Council's formal decision making processes.

Purpose of the Role

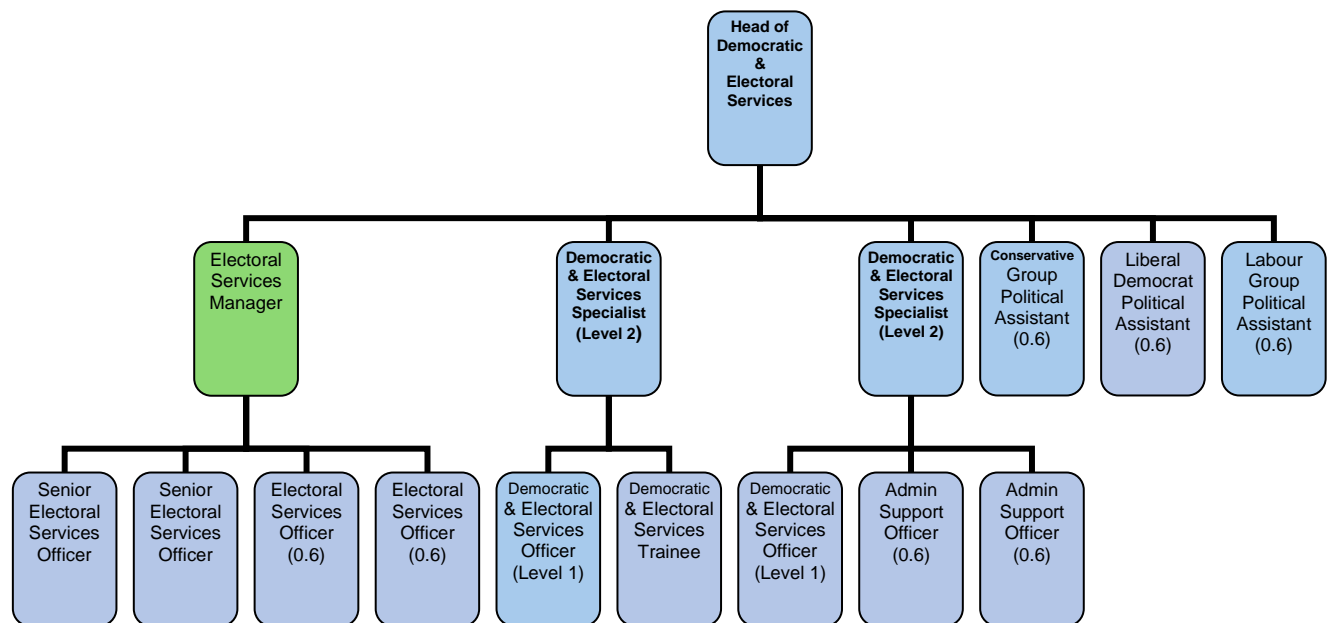
To lead and manage the Electoral Services Team and to be responsible in fulfilling the statutory duties of the Returning Officer for the project planning, management and delivery of all types of elections and referenda including: Parliamentary, Local Council, by-elections for any of the aforementioned, referenda (local, regional and national) and any other elections or referenda as required. In accordance with legislation and Electoral Commission Guidance, acting as a Deputy RO with full power to carry out those duties.

To be responsible for fulfilling the statutory duties of the Electoral Registration Officer for the preparation, maintenance and publication of the Electoral Register in accordance with legislation and Electoral Commission Guidance.

To be responsible for encouraging maximum participation in local democracy and voting in elections.

To work with the Head of Democratic & Electoral Services to improve the cross-working within the wider Democratic & Electoral Services team.

Organisation Chart



Main Responsibilities

1.	To be responsible for the day-to-day management of the Electoral Services Section, including advising the Head of Democratic Services and Electoral Services and Returning Officer in respect of electoral registration and administration.
2.	To manage permanent, temporary and casual staff, provide leadership and promote teamwork and ensure productive relationships with the wider team and other staff across the Council.
3.	To assist in the strategic management of all electoral processes, including Parliamentary, Local Council, by-elections for any of the aforementioned, referenda (local, regional and national) and any other elections or referenda as required. In accordance with legislation and Electoral Commission Guidance, acting as a Deputy RO with full power to carry out those duties.
4.	To be responsible for the compilation, publication and alteration of the maintenance of accurate registers of electors in accordance with statutory provisions and local procedures; organising canvassing and other processes to maximise responses and engagement.
5.	To lead in the promotion of voter registration in order to maximise registration rates, including accessing hard-to-reach groups, and maintaining an understanding of techniques designed for this purpose. To lead in promoting increased participation in voting through, among other things, promoting an understanding of democratic processes.
6.	To be responsible for the administration of absent voting and the registration of special category electors (including anonymous registration, overseas electors, crown and service electors, and local connection).
7.	To deal responsively with enquiries by person, telephone and e-mail, and draft written responses to the public, candidates, elected representatives and outside bodies giving information, advice and guidance on electoral matters.
8.	To initiate procedures and manage the inspection, distribution, supply and sale of the registers, absent voting records and lists, and election documents, including information and data from these documents, and the accounting of income, ensuring adherence to statutory and local requirements.
9.	To initiate, implement and monitor procedures to ensure all existing and new residential properties are identified for registration purposes, and monitor all information from council departments and elsewhere that has implications for this.
10.	To support the management arrangements for the wider Democratic & Electoral Services team using matrix management initiatives and to work closely with the Head of Democratic & Electoral Services.
11.	To take a lead role in the administration of elections and referendums and to ensure that all tasks necessary for their efficient, effective and lawful organisation are carried out in a timely and cost effective manner.
12.	To lead in the final completion of full accounts for elections.
13.	To assist in polling district and polling place reviews, and all other electoral reviews, and to investigate alternative polling places, having regard for the needs of all electors, and to draft reports on changes.

14.	Within delegated financial limits manage the ordering and providing of equipment, stationery and other documentation for all aspects of electoral services work and to liaise with suppliers.
15.	To keep abreast of changes in electoral law and practice and changes due to electoral reviews and service developments and be fully involved in the implementation of necessary changes.
16.	To be responsible for overall data quality on electoral software, including Xpress. Ensuring that the system remains fit for purpose and that users have the right training and advice to record accurate and timely data.
17.	To ensure that corporate and departmental health and safety policies are implemented at all times and to raise any concerns regarding their operation, or any other health and safety matters, with the Head of Democratic & Electoral Services.
18.	To be aware of the Council's Equality, Diversity & Inclusion Policy, to understand it and adhere to the policy.
19.	Any other duties or project work as directed by the Head of Democratic & Electoral Services, which fall within the scope and range indicated by the grade of the post.

Supervision Received	This post will report to the Head of Democratic & Electoral Services
Supervision Given	Not applicable.
Contacts & Working Relationships	The postholder will liaise with colleagues from across the Council, and work closely with elected Councillors, senior officers, external partners and liaise with members of the public and community groups.
Management of resources or budget	To be responsible for and to manage the budget allocated for Electoral Services.
Special Factors	<p>During the period running up to elections/referenda and during elections/referenda, the postholder will be required to work evenings and out of hours, for which overtime is paid.</p> <p>A willingness to travel and a requirement to undertake such duties as are reasonably expected by the line manager.</p> <p>Political Restrictions</p> <p>This post is politically restricted under the provisions of the Local Government and Housing Act 1989. If you wish to receive further information about politically restricted posts please contact the person named in the advertisement.</p>

<u>Person Specification</u>		
Qualifications	Essential	Desirable
	Degree-level, or equivalent relevant professional qualifications or expertise	Management qualification
	Evidence of continuous personal and professional development	
	AEA Certificate in Electoral Administration	
Technical Skills	Essential	Desirable
	A high level of political sensitivity and impartiality.	
	Good IT skills including Office software such as Microsoft Word, Outlook, PowerPoint and Excel. A good working knowledge of Xpress.	
	Excellent written and verbal communication skills with an ability to vary style to meet the needs of the audience, including presenting information and advice to Candidates, Agents, Members and senior managers.	
	Being highly organised and methodical with the ability to produce quality work to tight deadlines.	
	Ability to manage and monitor complex projects to ensure that targets and timescales are consistently met.	

Knowledge	Essential	Desirable
	Knowledge of the law relating to all aspects of elections and electoral registration.	
	Knowledge and experience of managing election/electoral registration services	
Experience	Essential	Desirable
	Experience of working in an electoral service at a senior level.	Experience of acting as Deputy Returning Officer
	Experience in the organisation and administration of national and local elections	
	Experience of managing and motivating a professional team.	
	Experience of working in a political environment with the ability to form effective working relationships with Members, Officers and external partners	
Other	Essential	Desirable
		Membership of professional body - AEA
Completed by:	Head of Democratic & Electoral Services	Date: 17 April 2025