

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Electoral Services Trainee
Job Evaluation ID:	2105CE
Grade:	3 £18,887 (SCP03) to £19,264 (SCP04)
Directorate:	Education and Corporate Services
Division:	Legal Services
Section:	Electoral Services
Location:	Gilfach House, Bargoed
Responsible to:	Electoral Services Manager

JOB PURPOSE

To develop a range of work related skills and competencies, gain a sound understanding of the service and wider organisation, and work as part of the Electoral Services Team to support the effective operational delivery of the service.

To successfully complete an AEA (Association of Electoral Administrators) Foundation Course.

RESPONSIBILITIES

Job Specific

Contribute to the day-to-day operation of the service, undertaking a range of tasks and duties (relevant to the level of development) as directed by the line manager. These include:

- Processing and data entry for the register of electors.
- Maintaining the electoral register
- Assist the team in organising elections
- Learn and assist in polling district mapping
- Assist the team in organising canvassing

Develop sound knowledge and understanding of all aspects of the work relevant to the role and the wider service area.

Complete specific tasks, as directed, in an efficient and timely manner.

Work effectively and cooperatively as part of the team.

Communicate effectively with colleagues and members of the public.

Undertake a range of administrative tasks and activities. These include:

- Assist in the preparation of invoices for elections
- Ordering stationery and equipment
- Dealing with telephone inquiries

Use technology to support day to day tasks and operations including (but not limited to) computers and printers.

Use a range of software including (but not limited to) Microsoft Office 360 (Outlook, Word, Excel etc.) and Electoral Registration Software (EROS)

Provide support to senior officers on work projects (relevant to the level of development).

Engage in all work related training and work effectively with the training provider to complete the qualification within agreed timeframes.

Required to work out of hours particularly at election times.

Home, office agile working.

Organisational

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Ability to undertake an AEA (Association of Electoral Administrators) Foundation Course.	
KNOWLEDGE		An understanding of Council services. An understanding of the electoral process.
SKILLS	Confident using IT (for example: email and word processing). Able to work as part of a team. Able to complete tasks in agreed timeframes. Good spoken and written communication skills. Able to follow a structured training programme. Committed and motivated to personal development.	Welsh language skills. Able to use your initiative to resolve simple problems.
EXPERIENCE	No direct experience required for this role but candidates will need to evidence a genuine interest to develop skills and experience in this area of work.	
OTHER		Able to travel throughout the County Borough during the working day.

For Office Use:

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	09/03/2022