**Job Profile**

**Job Title: Deputy Elections Manager**

**Job Grade: Level 4 Zone 2**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we are not just home to UK’s fast-growing economy. We are home to the most important conversations happening today, and we are making radical social change a reality, so that nobody is left behind. Here is where you can help decide a better future for us all. Electoral Services is a key part of these goals to ensure that residents are able to have their say in the democratic processes within Camden, whether it be in National Elections, Local elections or Community elections.

**About the role**

To assist the Elections Manager with the efficient delivery of the electoral registration service and the running of elections.

This includes particular responsibility for the annual canvass, the arrangements for absent vote administration, and responsibility for the maintenance of development of all IT applications in the office.

**About you**

* To be responsible for all aspects of Individual Electoral Registration throughout the year, including both HEF and ITR applications and reminders, ensuring that these functions are run in accordance with statutory procedures.
* To be responsible for the annual canvass and the ongoing IER canvassing of non- responding addresses and residents to maximise the number of electors on the Electoral Register.
* To assist the Elections Manager with the running of national, local and community elections and Business Improvement District Ballots, with particular responsibility for all absent voting arrangements, including the work involved in issuing and opening of all postal ballot packs for elections, so as to ensure that the whole postal vote process runs smoothly for the benefit of electors.
* Responsibility for the electoral services software system, including liaison with the Software Company and Camden IT, maintenance (including upgrades to the system) and dealing with problems and faults, training of staff in the office, and development of the system to ensure that it performs as required for all aspects of the registration and elections process.
* Assisting with initiatives in line with the Camden Ways of Working and achieving savings and efficiencies, including the development of data sharing links with other Council databases such as the Council Tax IBS system, to improve the accuracy of the register.
* To advise on developments and changes in electoral law and procedures to officers and the public, and to assist the Elections Manager in dealing with complaints and correspondence from individual electors, MPs and Councillors on registration issues. To give advice to these parties orally and in writing, so that all current arrangements and future changes are fully communicated to these parties.
* To deputise for the Elections Manager as required, ensuring a full service from the Elections Office to its clients at all times.

**Work Environment:**

The post is split 50/50 between working from home and the office apart from key Election and Canvass times; however, the jobholder may have to make visits outside the office at polling stations during election periods if required. They are also required at election periods to assist with work at the election store at Johns Mews. Attendance at training courses and workshops/ conferences outside Camden may be required.

The work on compiling the electoral register and running elections is high profile and has extreme peaks of workload, for example, the period before the annual register is published on 1st December and in the run up to major elections. During these periods, the jobholder may be required to work additional hours, including some evening and weekend work at election times.

Manual handling techniques are required during election times to move bulky equipment such as ballot boxes, polling booths and large items of stationery.

**People Management Responsibilities:**

* The Elections Office currently has five staff. The Deputy Manager has supervision of any temporary election staff and assists the manager in the management of the elections officers.
* The Deputy Manager is also responsible for the employment of up to 100 temporary staff used for the annual canvass of electors for a six-week period in October and November.

**Relationships:**

**Within the Council**

The Elections team is one of three teams in Democratic Services. Close liaison is maintained with these teams, particularly in the planning of staffing for elections, where staff in Democratic Services assist with many functions.

* The post holder liaises with Camden IT on maintenance of the electoral services IT system and the server arrangements. The post holder also works closely with an officer in IT who sets up the IT equipment for the postal vote opening processes at major elections.
* The post holder is responsible for checks on register data, which involve liaison with similar data held in other Council databases, involving primarily contact with Council Tax, Benefits, Housing, and Registrars.

**External**

* The post holder liaises with the external software provider, attending training workshops and training office staff in new functionality. They will also deal with new IT releases and fault reporting, coordinating actions between the company and Camden IT.
* Councillors and political parties are contacted regarding the supply of registers, individual registration issues, and arrangements for the running of elections, including postal vote arrangements.
* The post holder will be a member of the Association of Electoral Administrators and will attend both London branch meetings and national meetings and training courses and be encouraged to study for an electoral qualification run by the Association.
* Contact is required with Government Departments responsible for electoral administration, notably the Cabinet Office, also the Electoral Commission who are responsible for Performance Standards for electoral registration and elections.

**Over to you**

We are ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we are supporting people, and we will redefine what a career can be. If that sounds good to you, we would love to talk

**Is this role politically restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden, [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working is not.

At Camden, we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,