**Job Profile**

**Job Title: Elections Manager (Electoral Services Manager)**

**Job Grade: Level 5 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’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

**About the role**

To be responsible for the electoral registration service and the arrangements for holding local and national elections in Camden.

To be responsible for the implementation of new Registration and Election legislation, Parliamentary and Local Boundaries changes.

To be responsible for forward planning, quality and performance measures and general service development, with specific responsibility for special projects allocated by the Borough Solicitor or Returning Officer.

**About you**

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| 1. Responsible for all aspects of the strategic management of electoral registration; providing effective leadership, training, support, innovation and guidance on a day-to-day basis. Leads on the management of the compilation and maintenance of the register of electors, including annual household canvass of the borough, including publicity, advertising exercises, and maintaining the accuracy and high level of registration. Introduces innovative procedures to increase returns at the annual electoral register canvass and the monthly rolling register period, and works to integrate new legislation and processes. |
| 1. To work with the Borough Solicitor and the Returning Officer in organising and running all statutory national and local elections in Camden. Including project management of the election, arrangements for election stationery, postal and proxy votes, polling stations, nominations and liaison with political parties and candidates and the count. In accordance with the requirements of the Electoral Commission Performance Standards for Returning Officers. With the aim of seeking high levels of customer satisfaction and improvements in levels of turnout at elections. This will include responsibility for Business Improvement District ballots and renewals, Neighbourhood Planning Referendums, Council Tax Referendums and local community elections. |
| 3. To be responsible for data protection policies and procedures around the use of data in the electoral register, including control of the use of the full and open registers, and maintaining the integrity of electoral registration and postal voter records, to ensure the proper use of records at all times and guard against fraud. To work with other areas of the Council to identify and prevent fraud. |
| 1. Responsible for ensuring that the Electoral Management software is fit for purpose and adequately maintained. Ensure that working practice and processes are developed that maximise the use of new technology to ensure efficient delivery of the service. Enters into service level agreement with external software contractors (e.g. Democracy Counts and FDM Printers), also participating in appropriate User Groups. Ensures that the Service conforms to the Council’s IT security and e-government development and to General Data Protection Regulation and Freedom of Information legislation |
| 1. Implementation of data matching of the electoral register within the service both internally and externally, to comply with legislation and data protection requirements, participate in Council and national initiatives, prepare for the introduction of any changes in Electoral Registration and achieve improvements in both quality and costs. |
| 1. Responsibility for the maintenance of Parliamentary and local authority electoral boundaries, including responding to statutory reviews and developing local proposals, including all polling district and polling station arrangements. This will include responsibility for cross boundary arrangements required for the running of Parliamentary elections. |
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| 1. 9To advise the Council on electoral law and procedures, including the introduction of new electoral processes, and related matters as they affect the Council. To bring appropriate issues regarding electoral registration and the conduct of elections to the attention of Members, and to prepare submissions on behalf of the Council in response to local regional or national consultations on electoral matters. |
| 1. To be responsible for budgetary control and information for the electoral registration and elections internal budgets and responsible for the specific Government Election Grants and for the preparation and finalisation of all election accounts sent to the Electoral Claims Unit for payment. |
| 1. To participate in the management of Democratic Services as a member of Law & Governance Management Team, playing a full role as part of a team in planning overall management, service development, budgetary, training, quality, business continuity and risk assessment policies and procedures. |

**Work Environment:**

The post is mainly office based, however working from home is possible in quiet periods. The post holder has to make visits outside the office to polling stations during election periods and to the election store at Johns Mews, this also involves travelling around the Borough and visits to establishments such as stores, schools and community centres. For national and GLA elections, this would include visits to neighbouring Boroughs, so the post holder would be expected to have a current driving licence.

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 job holder is required to work additional hours, including evening and weekend work .

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 job involves managing a team of five staff plus temporary workers within Electoral Services throughout the working week. The post holder is also a member of Law & Governance Management Team. There is daily contact with other parts other parts of Democratic Services and Law and Governance, other Council Departments and Councillors and political parties. The post holder organises the work of the all party Elections and Citizenship Working Party, including providing reports and advice to meetings of this body.

**Relationships:**

Day to day contact with team leaders on other parts of Democratic Services – Committee Services, Members Support and the Mayors Office plus key staff members in these teams and regular contact with the Borough Solicitor to whom you report.

IT – Camden Data Centre for management of the IT function and the elections IT system server; and the desktop team for day to day running of the IT system; and IT project staff involved in data matching.

Other data holding Council Services, notably Council Tax, Benefits, Housing, Schools, Environmental Health, and Planning.

Communications staff including the Intranet and website.

Contact Centre, responsible for liaison with the telephony and hub services , development of scripts for the service and maintenance of statistics for public contact on electoral issues.

**External**

The postholder is systems administrator and liaises with the external software provider, attending training and workshops and training office staff in new functionality. They also deal with new IT releases and fault reporting, coordinating actions between the company and Camden IT.

The post holder liaises with MPs, Councillors and political parties 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.

There is regular liaison on a daily or weekly basis with other Elections Managers in London and with managers outside London, particularly users of the Democracy Counts IT system.

At election periods, close liaison on a project-planning basis is required with Barnet officers for GLA elections, and neighbouring Boroughs for cross boundary arrangements for Parliamentary elections.

Contact is required with Government Departments responsible for electoral administration, notably the Cabinet Office and the Electoral Commission who are responsible for Performance Standards for electoral registration and elections.

The post holder also works with Royal Mail on the delivery of election stationery and postal votes, and with selected printers on the production of elections stationery.

**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’ll 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,

**Note:**

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.