

## Decision under Delegated Powers

### Officer Making the Decision

Head of Strategic Support

### Recommendation

That the Electoral Services & Land Charges Manager (post L130) be re-titled as Elections & Land Charges Manager, and be re-graded from PO1 to PO2 (revised job profile attached).

### Reason

To reflect the changes arising from a review of the job profile for the post and the recommendations of a recent JE panel regarding the salary grading.

### Authority for Decision

The delegated function of the Head of Paid Service (Chief Executive) to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications has been sub-delegated to Heads of Service subject to certain restrictions, which these proposals fall within.

### Decision and Date

### Background

This post is currently vacant and the job profile has been reviewed and updated prior to commencing a recruitment process. A JE panel has considered the changes, and has recommended that the post should be re-graded from PO1 to PO2.

### Comments from HR

HR Advisor: Anna Cairns (6/8/21)

Summary of Comments from HR: The revised Job Profile has been Job Evaluated and graded accordingly. The normal recruitment process will need to be followed.

HR seen recommendations (both draft and final, if amended): Y

### **Financial Implications**

The additional costs, at the top of the salary scale, amount to £6,000 per year.

Is a virement (budget transfer) required to fund this decision? Yes

An ongoing virement from Members Allowance G102 D0702 can be made to fund this regrade.

### **Risk Management**

No specific risks have been identified with this decision.

Key Decision:                      No



<b>Division:</b>	<b>Strategic Support</b>
<b>Job Title:</b>	<b>Elections &amp; Land Charges Manager</b>
<b>Grade:</b>	<b>PO2</b>
<b>Post Number:</b>	<b>L130</b>
<b>Base/Location:</b>	Southfield Road, Loughborough
<b>Responsible To:</b>	Head of Strategic Support, and Returning Officer (elections) / Electoral Registration Officer(registration)
<b>Responsible For:</b>	Senior Electoral & Land Charges Assistants, Electoral & Land Charges Assistants, + up to 250 temporary casual election and canvass staff.
<b>Key Relationships/ Liaison with:</b>	Returning Officer, Electoral Registration Officer, Regional and National Returning Officers, elected Members, candidates and agents for all elections, Electoral Commission, Cabinet Office, Association of Electoral Administrators, and other internal service departments.

### Job Purpose

To manage, co-ordinate and administer all aspects of the Individual electoral registration process, including preparation, publication and maintenance of the Register of Electors, in accordance with the statutory framework and best practice.

To manage and be responsible for the planning, co-ordination and conduct of all types of elections and referendums held in the Borough and the relevant parliamentary Constituencies, in accordance with the statutory framework and best practice.

To provide expert advice on electoral services administration.

To be a Deputy Returning Officer (where appointed) and the Deputy Electoral Registration Officer.

To manage and administer the range of Land Charges functions and to provide an efficient service to both solicitors and others who request searches of the Land Charges Register, Con 29 enquiries and registration of Charges.

Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

### Main Duties and Responsibilities

1. Manage all aspects of the Elections, Electoral Registration and Local land Charge services.

NOT A REGISTERED JOB

2.	Manage, recruit and train all staff for elections, electoral registration and local land charge duties.
3.	Manage and supervise the planning, preparation, implementation of Individual Electoral Registration including Household Enquiry, Invitation to Register and rolling registration and canvass process. Ensure publication and maintenance of the full and open register of Electors (including monthly updates).
4.	Manage the supply and sale of copies of the full/open register, polling station marked register and absent voters lists to those entitled to receive them by regulation or law, including political parties and credit reference agencies
5.	Manage and supervise the efficient, lawful and secure organisation of Parliamentary, County, Borough and Parish elections, referenda (including National and Mayoral). Act as a Deputy Returning Officer as and when appointed. Liaise and assist where necessary with the Regional and national Returning Officers.
6.	Manage the budgets for Land Charges, Electoral registration and all elections. Manage and ensure appropriate accounts are kept for election expenditure including European Parliamentary, Parliamentary, Borough, Parish, and Referenda .
7.	Manage and supervise the Returning Officer's bank account, including reconciling transactions, and prepare the necessary returns to the appropriate authorities and the Cabinet Officer.
8.	Manage and co-ordinate the operation of the Land Charges function and undertake administrative tasks as appropriate.
9.	Co-ordinate the Authority's response to periodic electoral reviews and other reviews of Local, Parliamentary and European Parliamentary Constituency boundaries and polling stations.
10.	Produce team plans including performance measures and risks. Ensure the service meets/exceeds all performance standards set by the Electoral Commission
11.	To manage effectively contractors and suppliers involved in the provision of Elections, Electoral Registration, and Land Charges Services (IT Systems, Canvass Forms, Ballot Papers, Postal Votes, delivery of booth, and Polling Stations etc)
12.	Constantly keep up to date with new legislation and approaches affecting the land charges and electoral services and advising the Returning Officer and Electoral Registration Officer appropriately. Raise team awareness of changes in legislation and working practice to ensure the highest standard of service.
13.	As a term of your employment you can be required to undertake such other duties commensurate with your grade and/or hours of work, as may be reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
14.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

## Special Factors

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Date Prepared/Revised: July 2021



<b>Division:</b>	Strategic Support
<b>Job Title:</b>	Elections & Land Charges Manager
<b>Grade:</b>	PO2
<b>Post Number:</b>	L130

	Essential	Desirable	How assessed
<b>Qualifications</b>			
Relevant professional qualification – AEA certificate or diploma (if not already held - a commitment to obtain this with support from the Council)	✓		App/Doc
Degree or equivalent qualification		✓	App/Doc
<b>Experience</b>			
Significant experience in electoral administration	✓		App/Int
Previous experience of managing staff and resources	✓		App/Int
Experience of dealing with a range of contacts/people	✓		App/Int
Previous experience of organising and administering elections	✓		App/Int
Land Charges experience		✓	App/Int
<b>Skills/Knowledge</b>			
Good organisational skills	✓		App/Int
Competent user of Microsoft Office	✓		App/Int
Good writing skills	✓		App/Int
Detailed knowledge of electoral registration procedures	✓		App/Int
Ability to interpret new legislation and to keep up with new developments	✓		App/Int
Effective time and project management skills	✓		App/Int
Prioritisation and problem solving skills	✓		
Knowledge of eXpress elections software		✓	App/Int
Use of GIS based or other computer software in processing Land Charges searches		✓	App/Int
Good training and presentation skills		✓	App/Int
Positive and self motivated		✓	App/Int



Politically aware Acurate and methodical Works well under pressure		✓ ✓ ✓	App/Int App/Int App/Int
<b>Interpersonal Skills</b> Good oral, numeracy and literacy skills Excellent communication skills Good Leadership / management/motivational and team building skills  High standards of personal integrity  Able to work closely and establish positive relationships with candidates, resrepresentatives of political groups and parties, Members, The Returning Officer/Electoral Registration Officer, officers of the Council, external agencies, community groups and individuals.	✓ ✓ ✓  ✓  ✓		App/Int App/Int App/Int  App/Int  App/Int
<b>Other requirements</b> Able to work overtime at busy periods – including evenings and weekends  An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.  Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓  ✓  ✓		App/Int  App/Int  App/Int

**Key:**

**App = Application form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical questionnaire**

**Doc = Documentary evidence (e.g. certificates)**

**Revised by: Head of Strategic Support**

**Date: July 2021**