

## Job description and employee specification

<b>Job title:</b>	Electoral Registration Canvassers	<b>Location:</b>	As allocated
<b>Reports to:</b>	Senior Electoral Services Officer	<b>Working hours:</b>	As required
<b>Job number:</b>	TBC	<b>Salary:</b>	£12 ph plus mileage
<b>Supervises:</b>	N/A		
<b>Purpose:</b>	To assist the Electoral Services Office with the annual audit of the Register of Electors.		
<b>Key responsibilities:</b>	<ul style="list-style-type: none"> <li>• Making up to as many visits as directed by Electoral Services to each non-responding household within a designated area between mid-October and mid-November to confirm or amend electoral registration information, and recording each visit using the tablet and application provided.</li> <li>• Advising householders on the completion of the registration form on the tablet.</li> <li>• Where no contact is made after the requisite number of visits to a property, to leave a calling card at the property, if or as required</li> <li>• Recording information about properties, reporting and making contact with Electoral Services with information about new properties and elector queries (where necessary) and to work co-operatively with colleagues;</li> <li>• Attending necessary and provided training on all aspects of these duties;</li> <li>• To comply with procedures and policies outlined by the Senior Electoral Services Officer relating to equal opportunities and recognising diversity when undertaking the tasks assigned to this post;</li> <li>• To ensure that confidentiality of personal information is respected and adhered to at all times;</li> <li>• To maintain and submit accurate timesheets and mileage claims to Electoral Services by the date specified;</li> <li>• To comply with the statutory provisions of the Health and Safety at Work Act 1974;</li> <li>• To perform any other duty relating to the annual audit of the Register of Electors as determined by the Senior Electoral Services Officer</li> </ul>		
<b>Essential requirements, qualifications, skills and abilities:</b>	<b>Experience/Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Confident in using a tablet device with a good level of IT skills</li> <li>• Effective communication at all levels (excellent verbal and written skills)</li> <li>• Customer focussed, responsive, and co-operative with customers</li> <li>• Proactive/self-motivated with a flexible approach</li> <li>• Ability to prioritise and meet tight deadlines, and to work with limited direct supervision</li> </ul>		

	<ul style="list-style-type: none"> <li>To have a suitably insured vehicle, to hold a full driving licence and have the ability to drive throughout the District as necessary</li> <li>Basic organisational skills, ability to record time management and simple mathematical functions</li> </ul>	
<b>Desirable requirements qualifications, skills and abilities:</b>	<ul style="list-style-type: none"> <li>To demonstrate experience in dealing with the public</li> <li>Knowledge and/or experience of electoral registration procedures/canvassing will be an advantage</li> <li>Effective communication at all levels (excellent verbal and written skills)</li> <li>Customer focussed, responsive, and co-operative with public and staff</li> </ul>	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>Expected to work the hours necessary to complete the task in the timeframe specified</li> </ul>	
<b>Date of Issue:</b>	August 2021	
<b>Date reviewed:</b>	12/08/2021	
<b>Reviewed by</b>	<b>Name: Sharon Ellison</b>	<b>Job title: Senior ESO</b>