

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

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| DIRECTORATE: | Law and People |
| SERVICE UNIT: | Electoral Services |
| POST: | Electoral Services Assistant |
| GRADE: | Scale 5 |
| RESPONSIBLE TO: | Democratic and Electoral Services Manager |

JOB SUMMARY:

To assist in the delivery of an effective, timely and cost effective electoral registration service including the annual register of electors and completion of all parliamentary and local government elections, referenda and/or other polls.

To provide administrative support to Electoral Services

MAIN DUTIES AND RESPONSIBILITIES:

1. To assist with the organisation and conduct of all parliamentary and Local government elections, referenda and/or other polls.
2. To assist in the preparation, publication and maintenance of the Register of Electors through Individual Electoral Registration (IER).
3. To assist in the development and implementation of measures to increase registration levels and voter turnout at elections.
4. To provide an administrative service for Electoral Services and Democratic Services.
5. To ensure adherence to the Council's Health & Safety Policy.
6. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
7. To comply with the Council's Employee Code of Conduct
8. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

SPECIFIC RESPONSIBILITIES:

1. To assist with the Individual Electoral Registration (IER) process and annual canvass.
2. To assist with data matching against other council held records to support the implementation of IER
3. To issue forms in relation to IER and sort/scan registration forms
4. To notify other authorities of changes and movement of electors
5. To assist with the planning, organisation and management of all elections and referenda.
6. To assist with the recruitment, administration and payment of all canvassers and election staff.
7. To process all rolling registration applications on a daily basis ensuring that they are in accordance with current legislation.
8. To undertake the issue and processing of all new postal/proxy vote application forms and continually update and maintain the statutory list.
9. To assist with the issue and processing of application forms for special category electors and their annual renewal.
10. To assist with the supply of printed Register of Electors and Electoral data files to statutory bodies including Councillors and Credit Reference Agencies.
11. To assist with the sale of printed Register of Electors and Electoral Register data files to the public and organisations; processing all income in accordance with Financial Regulations.
12. To process Street Numbering Orders and ensure that all new properties are placed in the correct polling district and that all are correctly identified.
13. To maintain information in relation to the electoral registration service on the Council's website and intranet as required.
14. To assist with the updating and maintenance of the IT systems used by the electoral registration service.
15. To provide general administrative support to the Electoral Services and Democratic Services Team including processing all invoices and

request for payment and issuing sales orders using the Council's ICT systems.

Date issued: June 2026 Issued by: Head of Legal and Democratic Services