

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Law, People and Environment
SERVICE:	Legal & Democratic Services
POST:	Senior Electoral Services Officer
GRADE:	PO1 (£39,481 - £42,123)
RESPONSIBLE TO:	Democratic and Electoral Services Manager

JOB SUMMARY

1. To assist the Democratic and Electoral Services Manager with the supervision of all staff and the functions of Electoral Services.
2. To support the Returning Officer in providing advice to Elected Members, Officers and Parish Councils regarding the administration and arrangement of Elections and Referenda.
3. To support the Democratic and Electoral Services Manager with the Service's achievement of performance targets, within the framework of corporate policies and objectives.

MAIN DUTIES AND RESPONSIBILITIES

1. To assist the Democratic and Electoral Services Manager with the supervision, development and motivation of the staff within Electoral Services.
2. To contribute to the development of policies and Service Plans which meet corporate policies and objectives.
3. To co-ordinate the organisation and administration of all elections and referenda.
4. To assist the Returning Officer in providing advice to Elected Members, Officers and Parish Councils regarding the administration and arrangement of Elections and Referenda.
5. To promote high standards of probity in all matters relating to electoral law and procedure and the guidance of the Electoral Commission.
6. To author, lead, review and be responsible for the Council's public engagement strategy and registration plan and any required publicity and initiatives

7. To take a leading role in the administration of all elections/referenda organised by the Council
8. To lead the process of a comprehensive canvass of all properties in the District with the objective of achieving full registration of all eligible electors and produce an accurate Register of Electors by the statutory date.
9. To recruit, manage, train and pay all canvassers and election staff.
10. To lead and be responsible for Rolling Registration ensuring that all applications are processed in accordance with legislation.
11. To undertake the monthly update of the Register of Electors ensuring all applicants are written to, all reports produced and sent to other Government Depts, and data produced and e-mailed to political parties, credit reference agencies, government depts.
12. To undertake the continual update and maintenance of the list of Postal and Proxy Voters and the processing of new applications.
13. To undertake the registration and maintenance of special category electors, e.g. Service Voters, European Citizens and Overseas Electors in accordance with legislation.
14. To plan, organise and manage all elections and referenda.
15. To lead in the review of Polling Places, etc and Periodic Electoral Reviews.
16. To assist with the development and maintenance of the Xpress Electoral System to ensure up-to-date and accurate data input and appropriate quality of output of forms, poll cards, postal votes, etc. and other materials incorporating plain language principles.
17. To author, the content for the Council's website and intranet in relation to the service area and keep this updated during elections/referenda.
18. To work outside normal office hours from time to time as the demands of the post dictate.
19. To ensure adherence to the Council's Health and Safety Policy.
20. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
21. To undertake such other duties as may be prescribed from time to time by the Legal & Democratic Services Manager or her/his representative that is commensurate with the experience of the postholder and the grading of the post.

September 2026