

Post Title: Electoral Rolling Registration Canvassers	Director/Service/Sector		Office Use
Grade:	Workplace: Designated area within Northumberland		JE ref: HRMS ref:
Responsible to: Elections Assistant	Date:	Manager Level:	
Job Purpose: To assist the Electoral Registration Officer with the rolling registration onto the electoral roll during the months of Dec-June. You will be required to visit assigned properties to encourage registration and where possible collect personal data from residents.			
Resources	Staff		
	Finance		
	Physical	Some manual handling and carrying of materials. Door to door activities requiring a reasonable level of fitness.	
	Clients	Responsibility to record electors' information with the use of a tablet device correctly, so no one is disenfranchised.	
Duties and key result areas:			
Attend the canvass briefing/training to receive instructions and collect equipment for designated area.			
Plan and organise own work and route taken to maximise efficiency.			
Manage time effectively to meet deadlines.			
Maximise resident responses by visiting households at suitable times, when residents are expected to be home, including evenings and weekends.			
Visit each allocated resident in designated area once, possibility of multiple residents per household.			
Gather accurate personal information from residents.			
Adhere to all Health and Safety policies, and report any incidents to the elections office immediately.			
Complete all paperwork accurately and return in a timely manner.			
Provide an excellent level of customer service to all possible electors, ensuring that the County Council is represented in a positive manner at all times.			
Meet targets set for performance and efficiency, based on benchmarking.			
Maintain the personal information of the electors in a confidential and secure manner.			
Adhere to the timetable and contact the elections office in the event of any circumstances that may prevent the completion of your work.			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
Work Arrangements			

Transport requirements:	The work requires use of your own transport, as you will need to visit allocated households throughout the designated area to collate information from residents. You will be paid the NJC mileage rate for all mileage incurred within the boundaries of the canvass round area to which you are appointed.
Working patterns:	Electoral Rolling Registration Canvassers will be contracted to work the last 2 weeks of each month, from December until June. The number of hours each month will vary depending on the volume and distribution of workload, which are driven by the electoral/registration timetable, and the number of outstanding applications.
Working conditions:	This post involves working outdoors in varying conditions, including adverse weather and darkness in winter months. There may be some occasions where customers may refuse to provide the information requested and a conflict may arise. The role is classed as a lone worker post.

PERSON SPECIFICATION

Post Title:	Director/Service/Sector:	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Basic numeracy and literacy skills Basic understanding of the Data Protection law, and the impact it has on the personal data collected		
Experience		
Experience of working independently and managing own workload	Experience of electoral registration procedures, electoral registration canvassing or election duties Experience of working in a customer service role	
Skills and competencies		
Diplomatic and tactful when dealing with members of the public, in possibly difficult and stressful situations Ability to meet deadlines Well developed verbal communication skills, including an ability to effectively communicate with members of the public Basic organisational skills Attention to detail and works with a high level of accuracy A commitment to Equality and Diversity		
Physical, mental and emotional demands		
Access to a mobile phone for health and safety reasons as canvassing involves working alone		

Access to own transport, if necessary to meet the geographical requirements for this post, insured for business purposes Physically fit		
Other		
Dependable and reliable Honest and trustworthy		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits