

RICHMONDSHIRE DISTRICT COUNCIL

DEMOCRATIC SERVICES

JOB DESCRIPTION

JOB TITLE	Democratic Services Assistant	POST NUMBER	DEM SERV 07
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MAIN PURPOSE OF JOB:

To provide administrative support to democratic services and the Council's overview and scrutiny function.

To assist the Senior Electoral Services Officer with the completion and maintenance of the register of electors and the organisation and conduct of all elections and referendums including parish polls.

SUPERVISORY/MANAGERIAL GUIDANCE:

None.

SUPERVISION AND GUIDANCE:

Democratic Services Manager/Senior Electoral Services Officer

RANGE OF DECISION MAKING

Day to day operational issues relating to democratic services and electoral services. Processing applications, claims and objections for entry on Electoral register.

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

Support to maintain the dedicated Electoral Registration and Elections Management system and Democracy Information Management system.

RANGE OF DUTIES AND RESPONSIBILITIES – AS ALLOCATED

1. Support and attend meetings of the Council, including Overview and Scrutiny Committees, regulatory and quasi-judicial panels including Planning, Audit, Governance and Standards and Licensing, task groups, appeals panels and working groups.
2. Collate and distribute agendas, reports and minutes.
3. Undertake specific projects including research and preparation of reports as required
4. Attend meetings, prepare minutes and undertake follow up actions as required.
5. Provide administrative support to overview and scrutiny including research and support to task group meeting and arranging meetings with internal and external partners.

6. Support the democratic services team to monitor, review and report on the effectiveness of the overview and scrutiny function.
7. Support the electoral services team to organise and conduct all elections, including stationary and equipment preparation and responding to telephone and e-mail enquiries.
8. Assist with the accurate compilation, maintenance and day to day administration of Electoral Registration (Annual Canvass and Rolling Registration).
9. Assist with special projects eg Polling Places/Community Governance reviews.
10. Deal with public enquiries relating to democratic and electoral matters.
11. Publish, maintain and update democratic, parish and electoral information on the Council's website and intranet.
12. Support the administration of civic, ceremonial and charitable functions.
13. Provide administrative support to the Chairman of Council and other Members including diary management, organisation of ward surgeries, research and report writing.
14. Such other duties commensurate with the grade of the post.
15. To observe the requirements of Health and Safety legislation.
16. To observe the requirements of Data Protection legislation.

CONTACTS:

Council officers at all levels, Councillors, general public, voluntary and statutory agencies, parish and town councils.

SPECIAL CONDITIONS OF SERVICE: Attendance at evening meetings.
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COMPILED BY: Katie Cullum	ASSESSMENT DATE: 23.9.2020
COMPILED DATE: 9 March 2020	ASSESSED BY: JW/EL
POST GRADE: Grade 4	

Job Description
agreed by postholder..... Date.....