

Job Description

a. Basic Information

Job Title:	Temporary Electoral Registration Canvasser	Post Number:	R691,R692,R693, R694,R695,R696
Grade:	Scale 1	Current Value	To be confirmed
Special Conditions	Temporary contract for the period from November for a maximum of 18 days. Working Monday to Friday. Saturday and Sunday Required to attend a training day in October	Additional Benefits	None
Issued and authorised by	Head of Revenues & Housing		

b. Summary of the Role

The role of this post within the Council is:	To assist the Electoral Registration Officer with the annual compilation of the Register of Electors. You will be required to visit all properties you are assigned and make attempts to obtain a completed form for these properties.
The postholder works for:	Democratic Services Manager (CP651)
The postholder manages \ supervises:	N/A

. Main Duties (Cp R691,R692,R693, R694,R695,R69 Temporary Electoral Registration Canvasser)

1. To work in a team to visit specified households within designated areas during November to collect/complete registration forms and to check that they are fully completed.
2. Advising electors on the completion of the registration form. Where no contact is made, to leave additional forms, a warning letter, guidance notes and a freepost envelope.
3. To make a maximum of 2 visits in an attempt to collect the registration information.
4. Attend the Civic Centre in person at regular intervals as directed by the Democratic Services Manager.
5. Recording information about properties and completing all relevant paperwork in relation to the canvassing of properties as necessary.
6. To ensure that the Council's policies and procedures in relation to the Canvassing of properties are followed.
7. To attend necessary training covering all aspects of duties.
8. To comply with all relevant Health and Safety Legislation and to pursue duties in a safe manner with regard to the health and safety of others.
9. Observe the Council's equal opportunities and racial equality policies in all aspects of employment and service provision.
10. To ensure confidentiality at all times in all matters relating to any work or communication within the department and the District Council and to comply with Data Protection rules.
11. Any other duties consistent with the abilities of the postholder.

NOTES:

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retains this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and informs the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

Person Specification

This covers

- the minimum standards required before an applicant can be considered for a shortlist
- the additional criteria against which all remaining applicants will be measured

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a. Basic Criteria

Previous work experience	Experience of dealing with members of the public Clerical experience
Qualifications (equivalent qualifications in the same subjects will normally be accepted)	Good standard of general education
Other basic requirements (eg. available for standby, evening meetings, car user etc.)	Access to car Able to travel across the district Access to a mobile phone Able to work evenings and weekends throughout the period of appointment Prepared to wear a name badge

NOTE: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the basic criteria provided that this information is noted under section 4 (additional information) of the application form.

b. Additional Criteria

Personal or practical skills	Self motivated with an ability to work independently, with a commitment and ability to work on own initiative Excellent Communication skills – both verbal and written Flexible approach to work Organised Customer service skills
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