

## Job Description

Job title: Temporary Electoral Canvasser

Section/Department: Electoral Services, Mid Sussex District Council

Responsible to: Electoral Registration Officer (ERO) \*

\* All references to the ERO should be taken to mean the staff of the Council's Electoral Services team. Specifically, these are, the Senior Democratic Services Officer, and a number of other officers in the Electoral Services team

### Purpose of the post

To assist the ERO with the Electoral Canvass: You will be required to visit assigned properties and adequately attempt to complete household enquiry returns and individual registration applications, mostly using a mobile device.

### Main responsibilities

Main duties to be undertaken between early September and mid-November:

- Visit assigned households within a designated area to complete online household enquiry returns and individual registration applications using a hand-held mobile device (tablet).
- Visit assigned households within a designated area to collect registration forms and to check that they are fully completed.
- Where no contact can be made, to leave a calling card indicating what residents need to do and/or when you plan to call again.
- Advising members of the public on the completion of the household enquiry / registration process and the reasons why they should respond, whilst presenting a positive image of the Council at all times.
- Attending the electoral services office in person for training and as required to deliver processed canvass forms for disposal and to complete any necessary administration.
- Recording information about elector responses, property changes, including; identifying new properties, properties that no longer exist and writing information on blank forms as may sometimes be required.
- Maintaining other clerical records, as may be required.
- Attending training sessions covering all aspects of the duties, including health and safety, diversity and data protection issues.

## General

- Working co-operatively with colleagues within Electoral Services and across the wider organisation.
- Complying with procedures and policies outlined by the ERO relating to equal opportunities and diversity.
- Complying with the statutory provisions of the Health and Safety at Work Act 1974 and any specific personal safety guidance that is given.
- Ensuring that resident's personal information is handled securely and only for the purpose(s) it is given at all times.
- Performing any other duty as may reasonably be requested.

## Performance management

- Participating fully in the ERO's performance appraisal processes as may be required.

This job description reflects the present requirements of the role and should not be seen as an exhaustive list of responsibilities.

Duties may be refined or developed in consultation with Electoral Services.

## Person Specification

<b>Aspect</b>	<b>Detailed requirement</b>	<b>Essential or Desirable</b>
Qualifications	Basic numeracy and literacy skills	E
Experience	Experience of electoral registration procedures, electoral canvassing or elections	D
	Experience of working in a customer service environment	D
Knowledge & skills	Ability to meet deadlines	E
	Basic written communication skills	E
	Well developed oral communication skills, including an ability to effectively communicate with members of the public	E
	The ability to use a hand-held mobile device	E
	Basic organisational skills	E
	Ability to use tact when dealing with the public	E
	Ability to work flexibly and constructively	E
Personal qualities	Ability to work independently and to show your own initiative	E
	A commitment to equality and diversity	E
Practical issues	Use of a mobile phone for health & safety reasons (canvassing involves working alone)	E
	Availability to work evenings and weekends throughout the period of appointment	E
	Access to transport, if stated as necessary in order to meet the geographic requirements of this post. (If personal or hire car is to be used, it must be insured for business purposes)	E