

Job description

Job Title: Manager, Electoral Commission Northern Ireland

Directorate: Electoral Administration and Guidance

Responsible to: Head of Electoral Commission, Northern Ireland

Responsible for: Support Officers in Northern Ireland team

Purpose

To assist in managing the day-to-day work of the Electoral Commission's office in Northern Ireland and in ensuring the delivery of the Commission's objectives in conjunction with the Head of Electoral Commission, Northern Ireland.

The postholder will play a key role in managing the Commission's communications, research, policy and electoral guidance work ahead of the May 2022 Northern Ireland Assembly election. In particular, they will play a key role in managing a broad range of stakeholder relationships including candidates, political parties, the Electoral Office for Northern Ireland, elected representatives and the media.

Main responsibilities

- To oversee the delivery of media relations activity in Northern Ireland including drafting and preparing media statements, responding to media enquiries, briefing senior staff, building and maintaining relations with senior journalists and acting as a spokesperson as required.
- Overseeing the delivery of the stakeholder engagement strategy and managing stakeholder relationships. This will include representing the Commission at external meetings and organising seminars for candidates and election agents.
- Promoting electoral registration and voter information in advance of the May 2022 Assembly election. In particular an emphasis is placed on reaching under represented and 'hard to reach' audiences using a variety of tools including digital and social media activity and building partnerships with relevant organisations.
- Providing high quality and timely advice to those taking part in the Assembly election – including voters, candidates, parties and campaigners.
- Coordinating policy and research activity in Northern Ireland. This will include managing the drafting and publication of reports such as on the 2021 electoral registration canvass, as well as contributing to the implementation of our relevant equality duties. In addition, the postholder will pro-actively engage with UK-wide activity to provide local knowledge and expertise.

- Managing the accreditation of electoral observers ahead of the May 2022 polls in Northern Ireland and across the UK.
- Line management of support officers in the team, to include setting and reviewing objectives, providing ongoing feedback and other management responsibilities.
- Deputising for the Head of Electoral Commission, Northern Ireland as required. This will include assisting the Head in decision-making, representation and providing advice to Commissioners and Executive Team members.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

Additional details

The post-holder will be a strong and confident communicator with a strong knowledge of the political environment in Northern Ireland and across the UK. They will be experienced in working under high levels of public scrutiny and in handling politically sensitive issues.

The post-holder is expected to operate with considerable autonomy within the scope of the role as described above. They will work closely with colleagues right across the organisation to promote and deliver the overall objectives and goals of the Commission's team in Northern Ireland.

Key Working Relationships

The post holder will build and maintain productive working relationships with a number of senior stakeholders in Northern Ireland including the Chief Electoral Officer, elected representatives, civil servants, the media and the third sector.

The role holder will have close working relationships with members of the Commission's Northern Ireland team as well as with colleagues across the Commission at all levels, from Officer level to Senior Leadership Group, Executive Team, the Chief Executive, and the Board.

Person specification

Category	Requirement	Essential or Desirable
Qualifications	A degree or suitable professional qualification or equivalent work experience	E
Experience	<p>Experience of building productive relationships with stakeholders at a senior level.</p> <p>Experience of developing and implementing communication strategies</p> <p>Experience of having strong and established relationships with the media</p> <p>Experience of policy development and/or research strategies</p> <p>Experience in relevant field, such as regulation, elections, performance standards</p> <p>Experience of management and or/knowledge of good management practice</p> <p>Budget management experience</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
Knowledge and skills	<p>Excellent written and oral communication skills, with ability to use plain English to communicate complex messages in a clear style</p> <p>Strong knowledge of political systems and structures in Northern Ireland and across the UK</p> <p>Strong interpersonal skills, confident at dealing with senior internal and external stakeholders</p> <p>Strong organisational and planning skills with an ability to work well under pressure and manage time effectively</p> <p>High level of IT literacy, to include: MSWord, Outlook, Excel, Adobe Acrobat</p> <p>Understanding and engaging within a project management framework</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

Personal qualities	Ability to identify risk and use own initiative to solve problems and mitigate risk	E
	Ability to work independently and flexibly, including under limited supervision, to manage changing requirements and business priorities	E
	Ability to make good judgements about complex and high profile issues	E
	Ability to inspire confidence from senior managers and the wider team when dealing with issues.	E

Bold type indicates minimum criteria