

Job title: **Senior Adviser, Electoral Guidance**

Directorate: **Electoral Administration and Guidance**

Responsible to: **Elections Guidance Manager**

Responsible for: **N/A**

**Overall purpose of the post**

To support the Commission’s work on the development and co-ordination of the Commission’s operational policy, guidance and advice on electoral practice issues, targeted at creating improvement in the delivery of electoral services.

**Main responsibilities**

* To develop and deliver resources to support the increased efficiency and effectiveness of electoral services, in conjunction with colleagues across the Commission’s offices, through the development of UK-wide, GB-wide, nation and region specific guidance & materials
* To provide an internal consultancy service on electoral practice issues and to contribute to Commission responses to electoral practice issues arising from legal judgments, Government initiatives and statutory consultations on draft legislation, or other sources.
* To ensure high quality, consistent and timely advice is developed and provided in response to queries from external sources, supporting staff in the Commission’s offices in Scotland, Wales, Northern Ireland and across England.
* To work closely with colleagues in the Regulatory Guidance team to ensure that guidance products managed by the Commission are consistent.
* To support the maintenance and improvement of the Commission’s web pages for electoral administrators and candidates and agents in the Commission’s online content management system.
* To support the Commission’s work to improve the delivery of electoral services through identifying and sharing good practice.

* To develop and maintain effective relationships with key stakeholders, representing the Commission at relevant meetings.
* To deliver the work programme in accordance with the Commission’s approach to programme and project management taking on specified role(s) as necessary.

**General**

* To understand, and actively promote, the objectives and values of the Electoral Commission.
* To ensure equality of opportunity is maintained and respected at all times in accordance with the appropriate policies and procedures.
* To work in accordance with the Commission’s policies including in particular its equality and diversity policies, its performance appraisal process, its personal and team development process, and its quality standards for written communications.
* To work co-operatively with colleagues across the Commission, and actively participate in opportunities to communicate within the organisation including attending team and directorate meetings.
* To comply with the statutory provisions of the Health and Safety at Work Act 1974.
* To make full use technology for all appropriate tasks.
* To demonstrate a willingness to work flexibly with others to respond to the needs of a changing organisation.
* To perform any other duty as directed by line management.

**Additional Details**

In addition to undertaking the duties laid out above, the post-holder will be expected to be comfortable advising our teams in the Communications directorate on the appropriate approach to communicating complex guidance messages to different audiences.

**Key Working Relationships**

The post-holder will need to build and maintain working relationships with key stakeholders in the electoral community such as members of the AEA/SAA and UK Government officials in order to deliver objectives.

Within the Electoral Commission, the post-holder will need to build relationships with colleagues from across the organisation. This includes colleagues across the Guidance team, in its English Regional teams, Devolved Offices, and across the Communications directorate.

*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.*

Person specification

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| Competency | Requirement | Essential or desirable |
| **Specialist knowledge and experience** | **Educated to degree level or suitable**  **professional qualification or equivalent relevant work experience**  **Experience of delivering or supporting electoral services within the UK**  Experience of working with legislation and the ability to offer advice to others on its application  Experience of delivering guidance, training or advice services  **Knowledge of current UK electoral law and practice**  Good IT skills, able to use MS Word, Excel, PowerPoint and internet along with the capacity to learn new applications  Experience of working in an online content management system | **Essential**  **Essential**  Essential  Essential  **Essential**    Essential  Desirable |
| **Planning** | Experience of delivering work through formal project management methodologies | Desirable |
| **Delivering results and problem solving** | **Strong time management skills, experienced at managing multiple time pressures**  **Proven ability to make high quality decisions based on analytical and problem solving skills, i.e., able to identify problems, gather and evaluate information and recommend solutions** | **Essential**  **Essential** |
| **Communication** | **Strong oral and written communication skills; ability to convey information clearly and coherently** | **Essential** |
| **Team working and managing relationships** | Well-developed interpersonal skills with the ability to build and maintain effective working relationships with internal and external stakeholders  Able to influence and motivate a wide range of internal and external stakeholders  Diplomacy, tact and discretion, particularly in dealing with sensitive and/or contentious issues  Ability to act impartially and deal quickly and effectively with issues affecting stakeholders | Essential    Essential  Essential  Essential |
| **Leading and managing people** | Able to work independently and within a wider team to deliver the aims and objectives of the Commission at both a strategic and practical level  Ability to lead and direct others in delivering objectives successfully | Desirable    Desirable |

***Bold type indicates minimum criteria***