



Job Profile and Working for Stockport



Stockport

to keep the people of Stockport at the heart of what we do.

Team

to succeed as a team, collaborating with colleagues and partners.

Ambition

to drive things forward with ambition, creativity and confidence.

Respect

to value and respect our colleagues, partners and customers.

Our Council

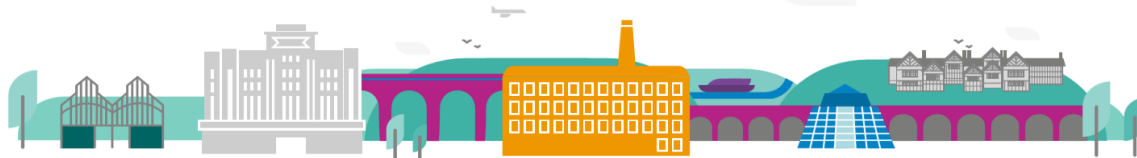
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>



About the Job

Role:

**Democratic and Electoral Services –
Business Administration
Apprentice**

Service Area:

Democratic and Electoral Services

Directorate:

Corporate and Support Services

Salary Grade:

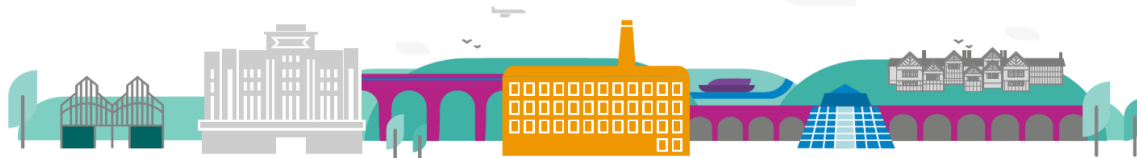
National Minimum Wage

Main Purpose of the Job

To provide an efficient clerical and administrative support function to the Democratic and Electoral Services Team. To use the electoral registration IT system to process applications for registration and postal votes and assist in the preparation for all types of elections and referenda. Providing administrative support to enable the smooth and efficient delivery of Council committees and meetings, delivery of civic events and the administration of school appeals.

Key Responsibilities

- Processing of registration application forms
- Processing of postal and proxy vote applications
- Deal with enquiries regarding registration and postal voting both face to face and via telephone and email.
- Assistance with preparation of elections
- Assistance with the administration of school appeals
- Support colleagues with the setting up and delivery of all types of council meetings as required
- Assist with the delivery of civic events e.g. Remembrance Sunday
- To undertake other clerical duties to support the Democratic and Electoral Services team
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment,



marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.

- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

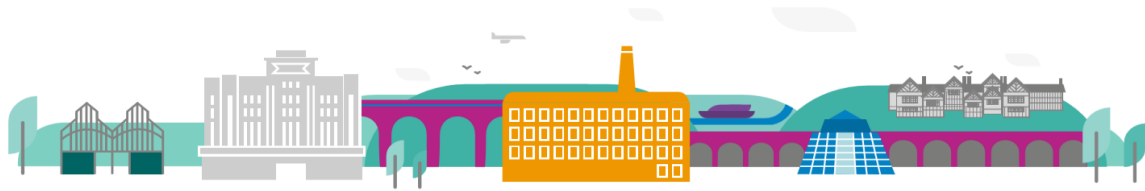
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Experience of working in an office environment
- Experience of using IT systems
- Ability to communicate effectively with a wide range of people both verbally and in written form
- Ability to work to deadlines and to deal with situations that require a rapid response
- Ability to work to high standards of accuracy in processing data and proofing written material
- Ability to relate appropriately to service users, staff at all levels and other agencies
- Good organisation skills
- Ability and willingness to work flexibly with a team
- Ability to use Microsoft-office software
- Educated to GCSE level in English and Maths
- Positive commitment to further training and self-development



- Effective Team Working
- Working Safely
- Being Customer Focussed
- Understands and actively supports Stockport Council's diversity and equality policy.
- To meet Stockport Council's standard of attendance.
- A willingness to be flexible in a changing environment

To work to the Council's values and behaviours by:

- Keeping the people of **Stockport** at the heart of what we do
- Succeeding as a **team**, collaborating with colleagues and partners
- Driving things forward with **ambition**, creativity and confidence
- Showing value and **respect** to our colleagues, partners and customers.