

# Crown and Elections Administrative Officer

## Cabinet Office

### What will you do?

We are offering an opportunity for a highly self-motivated and enthusiastic individual to work in the Cabinet Office at the centre of the Isle of Man Government

You will support senior managers in the execution of the Crown portfolio, with specific responsibility for providing administrative services to support the Electoral Registration Officer in ensuring the accuracy of the electoral register, assist in the administration of general elections and by-elections in accordance with legislative provisions and other specific functions assigned to you, including Royal Assent and a number of appointments and functions for which the Lieutenant Governor is responsible.

You will need to be a proactive, organised and an effective communicator to work in this fast-paced, exciting environment. You will need to have a strong work ethic and be able to build relationships across the whole of the Isle of Man Government.

### What does that involve?

#### Main duties and Key Accountabilities

##### Electoral Registration

- Assist with the registration of electors to ensure an accurate register of electors is compiled and maintained, producing the electoral register and monthly updates and annual lists of jurors in conjunction with legislative requirements.
- Continually maintain and update all details on the electoral property database.
- Contributing to policy developments and system requirements for electoral registration.

##### Administration of Elections

- Provide any necessary assistance as may be required to enable the Returning Officers to conduct elections in accordance with statutory provisions, assisting with establishing logistical and administration requirements to ensure the election process is conducted in an exemplary manner.

##### Crown Functions

- Provide assistance in maintaining an accurate record of appointments made by the Crown, the Governor or the Governor in Council to ensure a timely recruitment exercise is undertaken and continuity of office.
- Assist with administrative arrangements for the swearing in of the Lieutenant Governor liaising with internal and external parties.

## **Administrative support**

- You will be the first point of contact in answering a variety of enquires from members of the public, politicians and Government Departments regarding the Directorate's functions.
- You will be responsible for all finance and administrative support for your team and the wider directorate in a timely manner and in line with financial regulations.
- You will be required from time to time to provide secretarial support for meetings across the Directorate.
- To provide desk training and guidance on practices and procedures to new members of staff and assist with mentoring of work experience students.
- Carry out any other duties as may be assigned by line manager or senior managers in order to support the Directorate.
- Contribute to corporate obligations including taking responsibility for compliance with any relevant Government policy.

## **Performance Management and Improvement**

All Civil Servants have a personal responsibility for performance management. You will be expected to contribute to your annual performance development review and interim performance reviews. Regular meetings should be held your line manager and frequent interim reviews are encouraged by the Cabinet Office. These are specifically designed to deliver the aims and objectives of the Cabinet Office.

## **Health and Safety**

You will be responsible for your own health and safety and the impact of your actions on others. You will also be responsible for identifying any possible risks or near misses to your line manager.

## **Reporting Framework**

You will report to the Electoral Registration Manager.

Your Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme.

## **Integrity**

As an appointee of the Crown and Elections Team of the Cabinet Office, you will be expected to recognise that your everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all business of the Crown and Elections Team and the wider Directorate to uphold such confidences.

This document is intended to be a guide to the general scope of duties and not a rigid specification. This job description is subject to change and will be reviewed at regular intervals with the post holder. You may be expected to undertake any other duties appropriate to the grade.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Relevant experience working in an office environment dealing with members of the public.	<b>D</b>	CV/Interview
Confident IT user; familiar with all Microsoft Office products.	<b>E</b>	CV/Interview
Experience of undertaking research and producing accurate written work.	<b>D</b>	CV/Interview
Experience of assimilating new information quickly and providing appropriate administrative support.	<b>D</b>	CV/Interview
Ability to exercise the utmost discretion, adaptability and flexibility.	<b>E</b>	CV/Interview
<b>Capability</b>		
Ability to note take.	<b>D</b>	CV/Interview
Ability to work as part of a varied team, taking responsibility for ensuring deadlines are met.	<b>E</b>	CV/Interview
Excellent organisational, administrative, planning and time management skills with the ability to work to a high degree of accuracy and attention to detail.	<b>E</b>	CV/Interview
Well-developed communication and interpersonal skills, both verbal and written.	<b>E</b>	CV/Interview
Sound knowledge of Government Financial Regulations, including rules on travel and subsistence.	<b>D</b>	Interview
Knowledge of the structure of the Isle of Man Government, including the roles and responsibilities of Departments.	<b>D</b>	Interview
Experience with working with senior officers or Politicians.	<b>D</b>	CV/Interview
<b>Character</b>		
Flexible and enthusiastic approach to changing circumstances and demands.	<b>E</b>	Interview
Deals with difficult situations effectively using tact and diplomacy with a number of external and governmental contacts.	<b>E</b>	Interview
Creative – able to think of solutions to problems and develop ideas for new ways of working.	<b>D</b>	Interview
Self-motivated with the capacity to use own initiative.	<b>E</b>	Interview
<b>Other requirements</b>		
Isle of Man Worker.	<b>D</b>	Application

Full, valid Driving Licence and access to own vehicle.	<b>D</b>	CV
Able to have flexibility with working hours.	<b>D</b>	CV/Interview
Interest and awareness of electoral process.	<b>D</b>	CV/Interview