

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

Frank W Finlayson

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JOB DESCRIPTION

POST:	Electoral Canvasser
GRADE:	GS2
SALARY:	£12.30 per hour with mileage rate of 45p per mile
RESPONSIBLE TO:	Administrative Assistant
PURPOSE OF THE POST:	To assist the Electoral Registration Officer (ERO) with the annual canvass. You will be required to visit assigned properties and make attempts to obtain electoral registration information for all of these properties.

Main Responsibilities:

Main duties to be undertaken within a required timescale (September to December, minimum 10 hours per week) include:

- Visiting each household within a designated area to collect registration information with use of a tablet. Where no contact can be made, to leave additional forms with guidance notes and prepaid return envelope
- Telephone canvassing (where appropriate) to obtain information from households
- Advising members of the public on the completion of individual registration forms including need for National Insurance numbers and dates of birth
- Attending the ERO office in person at regular intervals as directed by the Electoral Registration Officer or supervisor
- Recording information about properties
- Attending training sessions covering all aspects of the duties, including health and safety issues

General:

- Working co-operatively with colleagues within electoral registration and across the wider organisation
- Complying with procedures and policies outlined by the Electoral Registration Officer relating to equal opportunities and diversity
- Complying with the statutory provisions of the Health & Safety at Work Act 1974

- Ensuring that confidentiality is respected and maintained at all times
- Comply with the Data Protection Act 2018 and UK GDPR

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.

The postholder will be required to undertake a basic Disclosure check.

FURTHER INFORMATION:

E-mail Assessor_central@highland.gov.uk

Date of current job specification:

June 2023