

# The Highland and Western Isles Valuation Joint Board

Assessor and  
Electoral Registration Officer

Frank W Finlayson

Headquarters  
Moray House  
16-18 Bank Street  
Inverness IV1 1QY

Tel. 01463 575395  
e-mail: [ero@highland.gov.uk](mailto:ero@highland.gov.uk)  
[www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

## PERSON SPECIFICATION

### POST:

### ELECTORAL CANVASSER

#### ESSENTIAL ATTRIBUTES:

- 1) Basic numeracy and literacy skills
- 2) Able to use IT equipment
- 3) Ability to meet deadlines
- 4) Basic written communication skills
- 5) Well-developed oral communication skills, including an ability to effectively communicate with members of the public
- 6) The ability to build and maintain effective relationships with internal and external colleagues
- 7) Basic organisational skills
- 8) Ability to use tact when dealing with the public
- 9) Ability to work independently and to show your own initiative
- 10) A commitment to equality and diversity
- 11) Availability to work as required
- 12) Access to transport, if stated as necessary in order to meet the geographic requirements of this post. (Please ensure that where your car is to be used, it must be insured for business purposes)

#### DESIRABLE ATTRIBUTES:

- 1) Experience of electoral registration procedures, electoral registration canvassing or election duties
- 2) Experience of working in a customer service environment
- 3) Access to a mobile phone for health & safety reasons (given canvassing involves lone working)