

Members' Library Service Request Form

Date of Document	04/09/25
Originator	Hazel Boak
Originator's Ref (if any)	
Document Title	Creation of Post of an Elections Officer

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Cabinet

Additional information:

Authorised By	Hayley Barnett
Designation	Head of Corporate Support
Date	11/09/25

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COMMITTEE: Members' Library Service

DATE: September 2025

BY: Head of Corporate Support

REPORT TITLE: Creation of Post of an Elections Officer

REPORT STATUS: Public

1 PURPOSE OF REPORT

- 1.1 To seek Executive Director – Council Resources approval under delegated powers for the creation for an Election Officer as a temporary change to the staffing structure.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 East Lothian Council has a responsibility to organise and manage the process for elections, including local government, Scottish Parliament, UK Parliament elections, and referendums. For several years, a core team of three staff (hereafter referred to as the Election Team), supported by a number of other officers, has been brought together during active election periods to carry out all duties in respect of elections, under the direction of the Returning Officer and Depute Returning Officer.
- 3.2 Scottish Parliament Elections are due to take place in May 2026. Following a review of Scottish Parliament boundaries by Boundaries Scotland, East Lothian Council will be administering two constituencies. Given the volume of work required to carry this out it is proposed an additional member of the Election Team is appointed on an internal secondment basis, ie they would be brought into the Team for a period of 6 months.

- 3.3 During active election periods, the Election Team is focused on election duties on a full-time basis and is based in the Election Office in John Muir House, so the successful candidate would need to be released from their normal duties for the duration of the active election period (including the week following the election), with the agreement of their line manager/service manager.
- 3.4 The creation of this post will not impact on any other parts of the Governance Service structure.
- 3.5 The Job Evaluation Team have evaluated this new role, and the post has been evaluated at Grade 7, currently £32,337 - £35,020 per annum (excluding on-costs).

4 POLICY IMPLICATIONS

- 4.1 Not applicable

5 RESOURCE AND OTHER IMPLICATIONS

- 5.1 Finance: The costs for this post will be funded from the Scottish Government as part of our Scottish Parliament Election expenses claim.

Please note that nothing in this report may be presented or construed as reason to spend more than the budget allocated for the service, nor does it in any way affect the responsibility of the Head of Service and Service Manager to ensure that budgets are not overspent.

- 5.2 Human Resources: HR and relevant Trades Unions have been consulted and will continue to be consulted throughout this process. The post will be advertised internally and will be open to all Council employees.
- 5.3 Other (e.g. Legal/IT): none.
- 5.4 Risk: none.

6 INTEGRATED IMPACT ASSESSMENT

Select the statement that is appropriate to your report by placing an 'X' in the relevant box.

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a

X

corporate parent; or the storage/collection of personal data.

or

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

☐

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

https://www.eastlothian.gov.uk/info/210602/equality_and_diversity/12014/integrated_impact_assessments

7 DISCLOSURE SCOTLAND REQUIREMENT

- 7.1 The nature of the post will determine whether or not a Disclosure Scotland check or a PVG check is required in order to comply with the relevant legislative requirements.

8 APPENDICES

- 8.1 Election Officer – Job Details Form

9 BACKGROUND PAPERS

- 9.1 None

10 AUTHOR AND APPROVAL DETAILS

Report Author(s)

Name	Hazel Boak
Designation	Team Leader – Democratic Services
Tel/Email	01620 827873/hboak@eastlothian.gov.uk
Date	3 September 2025

Head of Service Approval

Name	Hayley Barnett
Designation	Head of Corporate Support
Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed	
Approval Date	3 September 2025

JOB OUTLINE	
JOB TITLE: Elections Officer	JET CODE: 8021
SERVICE: People and Governance	
DIVISION: Council Resources	
REPORTING TO: Team Leader – Democratic Services	
RESPONSIBLE FOR: n/a	
JOB PURPOSE: To assist the Team Leader to organise the delivery of election arrangements on behalf of the Returning Officer. This will include the administration of local and national elections and referendums.	
MAIN DUTIES: <ul style="list-style-type: none"> • Assist with the planning and administration of UK Parliament, Scottish Parliament, Local Government and Community Council elections, and referendums. • Lead in securing polling places in accordance with agreed Polling Place Scheme, liaising with venue contacts to ensure they are fit for purpose and equipped with suitable furniture. • Assist with the recruitment and training of circa 350 temporary election staff, including poll staff, postal vote staff, count staff and other ad hoc staff • Lead in the preparation of polling station and count materials. • Liaise with candidates, agents, the Electoral Commission, Electoral Registration Officer, Electoral Management Board, Police, other stakeholders and council departments (e.g. Property Maintenance) and the public. This includes the provision of advice and guidance on the electoral process, in accordance with Electoral Commission guidance and relevant legislation. • Produce written materials, such as nomination packs for candidates, training materials for staff, information and guidance for the Contact Centre Helpline, and information for the public, and explain these materials to various stakeholders • Deal independently with any issues that may arise and make decisions on a range of issues (for example, information to area offices, materials for polling staff, content of election pages on the Council's website) • Provide advice and guidance to members of the public on election related matters 	

- Prepare and publish official notices, in accordance with legislation, such as the notice of poll and notice of election
- Assist in the procurement of election printing, eg ballot papers, postal ballot packs, etc., including liaising with providers.
- Assist in proofing of all election documentation, including ballot papers and postal ballot packs
- Organise the postal vote opening sessions, including scanning of postal vote statements, and verifying and making decisions on validity of personal identifiers. Ensure only those eligible, in accordance with legislation, to observe the sessions, are present
- Receive and check nomination papers and deposit payments (if applicable)
- Organise security for postal vote venue, receipt of ballot boxes and count venue.
- Create, update and maintain the election pages on the Council's website
- Any other appropriate duties, as requested by the Returning Officer, Depute Returning Officer or Team Leader – Democratic Services, commensurate with the grade for the post.

Special Conditions:

Additional hours of work will be required in the weeks leading up to and on polling day and count. This may include evenings and weekend work on polling day: be on duty to provide advice and information (from 6.30 am until the completion of the count); organise logistics of ballot boxes being returned from polling stations to the count centre; process postal votes throughout the day and, at close of poll, those returned to polling stations; attend count to provide guidance and information to candidates and agents; on completion of the count, securely package ballot papers and official documents, in accordance with legislation, and arrange to transport to secure storage.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to HNC/SVQ Level 3 or equivalent in business administration or other relevant subject with previous experience of working in a local authority or other complex organisation along an understanding of the electoral process.

Disclosure Scotland:

- This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred

candidate and receipt of the subsequent certificate will be **required prior to commencement.**

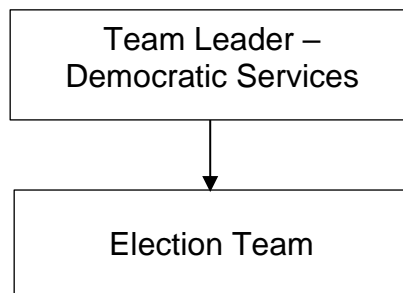
Scottish Social Services Council:

- None.

TEAM RESPONSIBILITIES:

The Elections Team comprises a number of officers who come together before and during active election periods to plan and manage all aspects for all elections for which the Council has responsibility.

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>HNC level or equivalent in business administration or other relevant subject, or evidence of comparable experience and training</p> <p>This role requires Level 1 Disclosure Clearance to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be required prior to commencement.</p>	<p>Certificate in Electoral Administration (awarded by the Associated of Electoral Administrators)</p> <p>A current driving license and/or use of a vehicle to travel between locations.</p>
Previous Experience (Paid & Voluntary Work)	<p>Administrative experience, in a local government setting or other complex organisation.</p> <p>Previous experience of working to procedures.</p> <p>Experience of working to tight deadlines</p>	<p>Experience of election-related work</p> <p>Experience of working in a political environment</p> <p>Customer services experience</p>
Knowledge/ Skills /Competencies	<p>Knowledge and understanding of election processes</p> <p>Effective verbal and written communication skills</p> <p>Effective organisational and time management skills</p> <p>Skilled user of Microsoft Office Suite such as Word, Excel, Outlook etc.</p>	<p>Knowledge and understanding of electoral legislation and Electoral Commission guidance</p>
Personal Qualities	<p>Ability to demonstrate political neutrality</p> <p>Ability to use own initiative</p> <p>Ability to multi-task</p>	

	<p>Ability to work to a high degree of accuracy, paying close attention to detail</p> <p>Ability to investigate and resolve problems</p> <p>Ability to prioritise work under pressure and to meet deadlines</p> <p>Ability to establish positive relationships with Elected Members, senior managers, staff and external partners</p> <p>Ability to work flexibly as part of a team</p> <p>Ability to exercise confidentiality, diplomatic skills and political impartiality in dealing with a range of stakeholders</p> <p>Ability to work unsupervised in a pressurised environment</p>	
Council Behaviours	<p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	

