

## POSITION DESCRIPTION

<b>Position Title</b>	Deputy Registrar of Electors
<b>Organisation</b>	Electoral Commission
<b>Location</b>	New Plymouth
<b>Date</b>	March 2018
<b>Reports to</b>	Registrar of Electors

### Purpose of the role

The Registrar of Electors is a statutory function set out in Section 22 of the Electoral Act 1993. In times of absence the Deputy Registrar of Electors will undertake the functions of a Registrar of Electors. At other times the Deputy supports the Registrar with the management of day to day tasks as required by the Registrar.

The purpose of the Registrar of Electors is to:

- Compile and maintain an accurate electoral roll for the nominated electorate(s) in a way which is consistent with legislation and national processes and which fulfils the objectives of the Electoral Commission
- Encourage and inspire eligible electors to participate in elections
- Develop and foster relationships with key community groups, working with them to develop and implement local plans, based on evidence of the needs of local communities, which encourage participation in elections
- Work effectively with other Registrars of Electors, Commission Staff and stakeholders to achieve national objectives
- Participate in the development of local, regional and national strategies and ensuring the implementation of enrolment processes and systems that work seamlessly with voting processes to achieve the best possible electoral administration outcomes

The role requires that Registrars work flexible hours, including weekend work during busy periods, as required. Travel within a number of designated electorates will be required to undertake community engagement and participation activities, create working partnerships, and to fulfil public speaking engagements. Travel outside the region may also be required. Travel may include overnight stays.

### Person Specifications

#### **Qualifications and technical skills**

- Sound working knowledge of Audio Visual Equipment and Microsoft applications (especially PowerPoint)
- Current drivers licence and ability to undertake domestic travel

#### **Experience and knowledge profile:**

- Three or more years' experience in office management, administration and data entry as well as customer service
- Ability to build knowledge of community and required networks
- Experience in the preparation and delivery of presentations, with the ability to apply national strategies and material

- Excellent communication skills with the ability to build and maintain effective internal and external working relationships
- Experience in the delivery of operational policies and procedures based on legislation
- Demonstrated ability to be part of, and engage as part of an effective team.
- Ability to work independently
- Ability to work effectively under pressure to meet deadlines
- Ability to take initiative combined with sound judgement
- Professional and results-oriented approach with good business and customer focus.
- Knowledge/awareness of Te Reo and Tikanga (desirable).
- Knowledge and successful practical experience of Electoral policy, issues and practice(s) (desirable).

### Key Competencies Required

- **Analytical Skills:** Ability to identify issues and analyse information to make considered decisions. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise and is seen as a team player and cooperative easily gaining the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Environment awareness:** Awareness of the economic, political, social and cultural context in which the individual and the Electoral Commission operate.
- **Communication:** The ability to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal.
- **Continuous Improvement:** The ability and desire to seek and use better ways of doing things (to improve one's personal and the Electoral Commission's performance)
- **Professional integrity:** The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner, keeping confidences, admitting mistakes and does not misrepresent him/herself for personal gain
- **Commitment to EEO:** The ability to apply EEO principles in the workplace.

### Accountabilities

Accountability Area	Deliverables / Outcomes
<ul style="list-style-type: none"> <li>• <b>Process implementation</b></li> </ul>	<ul style="list-style-type: none"> <li>• Work to promote and facilitate the successful participation of eligible electors in the elections process</li> <li>• Applies national policies and procedures aimed at maintaining roll integrity ensuring electoral rolls are 100% accurate</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitates quality checks and reviews initiated by Regional Manager.</li> <li>• Support the Registrar in the development and implementation of integrated community engagement programmes that meet the objectives within the Commission’s wider participation and engagement strategies</li> <li>• Identifies and recommends action to be taken that will capitalise on opportunities to develop and improve operational procedures driving innovation and change where possible</li> <li>• Under the direction of the Registrar, works effectively with other Commission staff to develop plans to implement regional and national objectives</li> <li>• Ensures all Privacy, Risk, and Compliance activities are adhered to and monitored.</li> <li>• Identifies and recommends solutions for operational risks.</li> <li>• Contributes to the continuous improvement of electoral processes and practices a continuous improvement approach by reviewing your own work methods and maintaining a positive approach to solving problems/issues.</li> <li>• Contributes to the development of a plan and leads implementation of enrolment update campaigns.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Participation and Community Engagement</b></li> </ul>	<ul style="list-style-type: none"> <li>• Supports the Registrar in maximising opportunities and assists in planning activities, based on an understanding of the needs of the community, for encouraging enrolment and voting</li> <li>• Evaluates the success of activities and adapts where required.</li> <li>• Actively seeks the support of other staff, community members and/or others with expertise to assist</li> <li>• Uses nationally produced materials and resources to create tailored opportunities for community engagement</li> <li>• Under the direction of the Registrar, develops and maintains working partnerships and relationships with diverse community groups, businesses and other key contacts</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Security of information</b></li> </ul>	<ul style="list-style-type: none"> <li>• Keeps the electoral roll secure at all times including <ul style="list-style-type: none"> <li>○ Divulging only information as dictated by the Act</li> <li>○ Always storing physical and electronic copies of elector’s data correctly and confidentially and in accordance with documented procedures and specifications</li> <li>○ Security procedures are adhered to ensuring assets are secure at all times</li> <li>○ Ensuring staff are trained on and follow appropriate security procedures</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Health and Safety</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complies with the Commission’s health and safety policies and procedures. Takes action to improve the health and safety record of the workplace. Ensures equipment and work areas are well maintained.</li> <li>• Takes personal responsibility for keeping themselves, co-workers and equipment free from mishaps.</li> <li>• Ensures timely and accurate reporting of any hazards or potential hazards so that they may be remedied.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Relationship Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to higher effectiveness levels for the Commission by identifying developing, and maintaining an appropriate network of contacts</li> <li>• Ensures that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided.</li> <li>• Maintains high ethical standards of conduct</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Financial Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to the development of budgets based on government imperatives, agreed work programmes, and organisational priorities and affordability and identifies, communicates, and manages budget requirements</li> <li>• Meets organisation financial/budgeting requirements by adhering to approved budgets and by managing communication of, and applying strict accountability systems for, expenditure, including the monitoring and reporting of expenditure</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Team Effectiveness</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to team effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others, which aim to improve team performance and staff motivation, and assisting other members of the team.</li> <li>• Contributes towards coaching and mentoring other staff</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Workplace Effectiveness and Corporate Contribution</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team.</li> <li>• Applies and manages application of Good Employer principles as set out in the Crown Entities Act 2004.</li> </ul>

Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

### **Important Relationships**

#### **Internal**

- Chief Electoral Officer
- Electoral Commission Board
- Commission Staff including permanent and temporary field staff

#### **External**

- Members of the public
- Community organisations

- Other public sector organisations including local authorities and schools
- Suppliers, consultants and contractors
- Political parties, third parties and electoral candidates
- Embassies and consulates
- Overseas Electoral agencies

### **Electoral Commission**

---

The Electoral Commission is responsible for the maintaining the electoral rolls, administering parliamentary elections and referenda, and promoting participation in parliamentary democracy. This includes promoting compliance with electoral laws, the registration of political parties, the allocation of time and money for the broadcast of election programmes, conducting the Māori Electoral Option, supplying information for the Māori affiliation service, servicing the work of the Representation Commission, and the provision of advice and advisory opinions, reports and public education on electoral matters.

### **Our vision**

---

New Zealanders trust, value and take part in parliamentary elections.

### **Our contribution**

---

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service