

GRAMPIAN VALUATION JOINT BOARD

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Principal Administration Officer

LOCATION: Woodhill House

SECTION: Administration

REPORT TO: Assessor & Electoral Registration Officer

GRADE: 7

POST REF: PAO

(2) JOB PURPOSE AND WAY OF WORKING

To assist the Assessor and Management Team in carrying out a range of statutory duties throughout the area of the Grampian Valuation Joint Board.

(3) MAJOR TASKS

- 3.1 Lead and manage all Electoral Registration activities.
- 3.2 To manage the administrative activities associated with preparing and publishing statutory documents, including the Valuation Roll and the Council Tax Valuation List.
- 3.3 To oversee the supervision, recruitment and training of Administrative staff.

(4) REPORTING RELATIONSHIPS

This post reports directly to the Assessor and Electoral Registration Officer.

(5) DUTIES TYPICALLY INCLUDE:

- 5.1 Lead and manage all aspects of Electoral Registration.**
 - 5.1.1 Ensure the timely publication of the Registers of Electors for the Grampian area in accordance with statutory timetables.
 - 5.1.2 Ensure the Electoral Management System is appropriately configured, maintained and updated.
 - 5.1.3 Liaise with external partners in relation to the ingathering of relevant data and ensure that appropriate data sharing agreements are maintained.

(5) DUTIES TYPICALLY INCLUDE:

- 5.1.4 Coordinate the annual household canvass across the Grampian area.
- 5.1.5 Ensure the timely processing of applications to register to vote and to vote by post or proxy and the maintenance of relevant statutory lists.
- 5.1.6 Ensure that appropriate arrangements are in place for the issue and receipt of electoral correspondence including invitations to register and absent voting applications.
- 5.1.7 Liaise with Returning Officers and elections teams in relation to elections and referenda, including the issue of poll card and absent voter information.
- 5.1.8 Prepare statistics for submission to statutory bodies, including National Records of Scotland and the Electoral Commission.
- 5.1.9 Ensure electoral boundary reviews are implemented.
- 5.1.10 To prepare and maintain electoral registration focussed plans and risk registers.
- 5.1.11 To ensure electoral registration performance standards and targets are maintained.

- 5.2 To assist with the preparation and publication of statutory documents and oversee the issue of statutory notifications.**
- 5.2.1 Assist with the preparation and publication of the Valuation Roll and Council Tax Valuation Lists for the Grampian area.
- 5.2.2 Ensure that statutory notices are issued in relation to both the Valuation Roll and the Council Tax Valuation List.
- 5.2.3 Oversee the issue of Assessor Information Notices and Civil Penalties.

- 5.3 To supervise, recruit and train Administrative staff.**
- 5.3.1 Oversee the supervision and training of all Administrative staff and ensure the best deployment of staff resources to accomplish all required tasks.
- 5.3.2 Develop, establish and monitor suitable administrative procedures and instructions in relation to administrative and clerical tasks across all of the department's functions
- 5.3.3 Oversee the recruitment, interview and selection process in relation to Administrative staff throughout the Department.

- 5.4 General**
- 5.4.1 Deal with all electoral correspondence as required.

(5) DUTIES TYPICALLY INCLUDE:

- 5.4.2 Draft reports, notes and memoranda in consultation with the Assessor and ERO in relation to the Department's statutory functions.
- 5.4.3 Assist with the preparation of the annual budget.
- 5.4.4 Attend meetings of the Department's Management Team.
- 5.4.5 Assist in the Department's commitment to Best Value with particular reference to procurement, Performance Indicators and Public Performance Reporting.
- 5.4.6 Review all expenses claims for accuracy and completeness and arrange for authorised claims to be processed by Payroll.

The above is intended to provide a clear but concise statement of the MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all the detailed duties which the post holder will be expected to undertake. The range of duties and responsibilities may evolve in response to legislative changes or organisational needs.