

## **BROXTOWE BOROUGH COUNCIL**

### **PERSON SPECIFICATION**

#### **ELECTORAL REGISTRATION CANVASSER (CASUAL)**

<b>Qualifications &amp; Training</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Basic numeracy and literacy	E	1

<b>Knowledge &amp; Experience</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
A basic understanding of the registration process	D	1
Experience of canvassing	D	1
Experience of working in a customer service environment	D	1
Knowledge of Broxtowe borough	D	1

<b>Skills &amp; Abilities</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Excellent communication skills and the ability to explain procedures to a variety of people, including the ability to be assertive to obtain the necessary information	E	1
High level of personal presentation and professional manner	E	1
A commitment to customer care	E	1
The ability to complete the work assigned to you, within the designated timescale – including evening and weekend work, taking into account the daylight hours available and the potential for bad weather at the relevant time of year.	E	1
Good administration skills and attention to detail.	E	1
Ability to maintain confidentiality and compliance with data protection and data security legislation	E	1
A commitment to equality and diversity	E	1
Ability to use tact when dealing with members of the public	E	1
Ability to handle difficult situations	E	1
Confidence in the use of tablet based applications (for those areas to be canvassed by tablet)	D	1

<b>Other Requirements</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Access to own transport.	E	1
Must be able to work evenings and weekends	E	1

#### **Car Allowance**

This post does not carry a designated car user status. Mileage will be paid at 45p per mile, subject to the submission of VAT receipts for fuel covering the period of the claim.

#### **Measure**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]