

BIRMINGHAM CITY COUNCIL
LEGAL AND DEMOCRATIC SERVICES

JOB TITLE	HEF Canvass Officer 2015	DIRECTORATE	Economy Directorate
RATE OF PAY:	£1.30 per property plus £20 training fee	DIVISION	Legal and Democratic Services
No:	TBC	SECTION	Elections Office

PURPOSE OF JOB

To canvass non-responding households and ensure that the maximum number of people residing in Birmingham complete HEF (Household Enquiry Forms) forms.

DUTIES AND RESPONSIBILITIES

1. Make up to 3 visits to each non-responding property.
2. Ensure that times and dates of visits are varied to maximise response levels.
3. Accurately record dates and times of visits for performance monitoring.
4. Where contact is made, explain purpose of visit and obtain or confirm full names and nationalities of all occupants of property. Accurately record details on HEF.
5. Identify properties where no one is eligible to vote and accurately record details.
6. Promote and explain benefits of IER (Individual Electoral Registration) to residents.
7. Encourage and promote benefits of on-line registration to residents.
8. Maintain regular contact with Canvass Supervisor and attend pre-agreed meetings.
9. Attend training session prior to commencement of canvass.
10. Ensure confidentiality and security of information relating to IER and electors at all times.
11. Adhere to BCC policies regarding data protection and handling of data.
12. Adhere to timescales set by Elections Office and meet agreed targets.

LINE MANAGER

HEF Canvass Supervisor

PHYSICAL CONDITIONS

Role requires applicant to be physical able to walk reasonable distances to canvass properties. Evening and weekend work is required.

SPECIAL CONDITIONS

1. Work in compliance with the codes of conduct, regulations and policies of the City Council and its commitment to equal opportunities.
2. Applicant must attend training session with supervisor prior to canvass and be available to work from 9th October until 21st October 2015. First visits to all properties must be made by 11th October 2015.
3. Canvass materials must be collected from Ladywood Health and Community Centre on Thursday 8th October 2015.
4. Access to mobile phone.

APPROVED BY:

Robert Connelly
Head of Electoral Services
July 2015