

and diversity What we offer Overview Join our network of around 160 staff members working across everything from guidance, financial reporting and regulation, to communications, policy making and research. We have offices in London, Belfast, Cardiff and Edinburgh. Current job vacancies Job title: Director of Electoral Administration Job title: Director of Electoral Administration Salary: c.£113k Location: Can be based in Belfast, Cardiff, Edinburgh or Central London, there is an expectation that the postholder will spend a minimum of two days in London each week. The role The Director of Electoral Administration is the Commission's lead for supporting the delivery of well-run elections and electoral registration services across the UK, playing a key leadership and operational delivery role. They work across the electoral system, with Ministers, parliamentarians, Local Authority Chief Executives and s, and at Board and Executive level. Heading up an experienced and skilled team you will ensure that elections and referendums are well run and deliver the Commission's vision of putting voters first and encouraging voter trust and participation. The role involves working with a wide range of senior stakeholders to successfully implement legislative reform, producing guidance for the electoral community to ensure that elections are well-run and in a way that voters are able to exercise their right to vote and can be confident that their vote is counted in the way they intended. You will have a pivotal leadership role in both planning for and supporting the delivery of elections and referendums across the UK. As a member of the Executive Team, you will have shared leadership for delivering the current corporate plan and shaping the next one. You will help to guide the Commission as a whole, and there will be opportunities to lead major organisational change programmes. In your role as the Director of Electoral Administration, you will provide strategic leadership for a team of 25 working across guidance, performance standards. You will also be responsible for a budget of up to £2.6 million annually. Your background You will have a proven track record of delivering sustainable transformation and optimum performance in high-profile roles. You will have excellent stakeholder management skills and the ability to forge relationships with a wide network across the public sector, UK and devolved governments and legislators and partner organisations. You will have delivered results through others, and lead and worked across systems. You will get the best from direct reports and teams. You will have built cooperative and respectful relationships with non-executive directors, colleagues, stakeholders, Ministers, officials and a broad range of organisations and individuals across the political spectrum ensuring that we stay focused on the right things. Apply for this post If you wish to apply for this post, you will need to complete the online application no later than 5pm on Monday 16 October 2023. Job Title: Project Support Officer Directorate: Finance and Corporate Services Permanent/Full Time Salary: £32,900 Location: Hybrid working with two days a week in the office in London Closing date: Wednesday 4th October at 12pm We are looking for a proactive and skilled professional to help coordinate with a wide variety of tasks. This is a genuine opportunity to develop, particularly in the fields of planning and project/performance/benefit management. The role will provide support internally to our Project Managers and the Planning and Performance Team and will involve helping to deliver project management and performance system training to improve skills across the organisation. The role will also provide support for our internal audit recommendation programme of work. about the Project Support Officer role and how to apply. Current job vacancies, continued Equality and diversity We welcome applications from everyone. We will ask for your personal details including your

nationality, ethnicity and any disabilities. These details will not be shared with the interviewers. If you have a disability, let us know at the application stage so we can make adjustments for you. This may include accepting your application by post. Your application Applications should include a supporting statement. This should include examples of how you have demonstrated the role's person specification, including: essential skills behaviours knowledge To be fair to all candidates, we can't accept job applications submitted after the closing date. What happens after you apply Shortlisting will be completed as soon as possible after the closing date. Only candidates who have been invited for an interview will be contacted. If you have not heard from us within two weeks of the closing date, your application has not been successful. We will always let you know when we'd like to contact your references. If you have taken part in certain political activities, such as holding office in a political party or holding a relevant elected office, it may mean that you can't work for us. To discuss this before applying, contact our HR team . If you're successful, you'll need to complete some pre-appointment checks. This includes a Disclosure and Barring Service (DBS) check. In Scotland, this is a Disclosure Scotland check. In Northern Ireland, it's an Access NI check. Higher security clearance may be required for some roles. We will only ask you about convictions and cautions that are not protected. Having a criminal record does not necessarily prevent you from working here. It depends on the nature of the position and the circumstances of your offences. Read our employing ex-offenders policy for more information. Disability confident committed logo