

## GENERAL

### Standard Clauses – all job descriptions

- to work in a customer-related way in accordance with adopted procedures and good practice.
- to work co-operatively with colleagues within electoral registration and across the organisation.
- to comply with the Council's Equal Opportunities Policy, Code of Conduct and other relevant policy, procedures and legislation.
- to comply with the statutory provisions of the Health and Safety at Work Act 1974.
- to comply with the statutory provision of the RPA 1983 statement of secrecy.
- Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.
- to ensure that confidentiality is respected and maintained at all times.
- to ensure that are not identified in any way with any candidates at any election and will take no part in the advocacy of such candidates and the parties for which they may be standing.
- to perform any other duty as directed by line management.
- the responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

### Privacy Notice

We share the information you provide within the organisation and with our partners, for the sole purpose of the administration of your employment within the electoral & registration process. We will not disclose any information to other organisations unless we are required to by law, or to prevent fraud.

For further details on how your information is used, how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.hart.gov.uk/privacy](http://www.hart.gov.uk/privacy).