

# A Career with the Electoral Office for Northern Ireland



This leaflet provides information about working for the Electoral Office for Northern Ireland



## Electoral Office for Northern Ireland

The Chief Electoral Officer administers elections and compiles the Register of Electors in Northern Ireland. He is independent of Government and is assisted in his duties by the staff of the Electoral Office for Northern Ireland (EONI).

## A Career with the Electoral Office

EONI offers a range of interesting and challenging job opportunities in a modern working environment. We are a forward thinking organisation with an open and friendly working environment and support the Chief Electoral Officer in carrying out his statutory responsibilities. Staff are located in our Headquarters building in Belfast, and in Area Offices located across Northern Ireland.

As a member of EONI staff you will be involved in important issues that impact on the democratic process of Northern Ireland. We can also offer you a:

- competitive salary
- annual salary review
- generous pension provisions
- 25 days annual leave and 12 days public holidays
- flexible working hours scheme
- family friendly policies
- a commitment to meet your learning and development needs

EONI has received Customer Service Excellence accreditation and EONI follows the principle of selection on the basis of fair and open competition for all permanent job opportunities.

Staff have analogous terms and conditions to civil servants.

## Roles within EONI include:

- **Area Electoral Officers** who manage the electoral register and oversee the efficient running of elections. They are supported by an Assistant Area Electoral Officer and Registration Officers who maintain an accurate database of electors, process applications and deal with queries from the general public and political representatives.
- **Information Section staff** including officers who maintain the website, develop and upgrade the EROS electoral management software, ensuring the security and integrity of the system, and Helpline Officers who deal with calls over the EONI network, keep statistics and issue forms to callers.
- **Corporate Services staff**, including finance and human resources functions and roles including Administrative Officer, Assistant Finance Officers, Finance Officer and HR Officer.

## EONI office locations:



- 1 Headquarters**  
Electoral Office for NI  
St Anne's House  
15 Church Street  
Belfast BT1 1ER  
  
Belfast Area Office  
1<sup>st</sup> Floor, St Anne's House  
15 Church Street  
Belfast BT1 1ER
- 2 Ballymena Area Office**  
122 Broughshane Street  
Ballymena BT43 6EE
- 3 Banbridge Area Office**  
52 Bridge Street  
Banbridge BT32 3JU
- 4 Derry/Londonderry Area Office**  
20(A) Queen Street  
Derry/Londonderry BT48 7EQ
- 5 Newtownabbey Area Office**  
1-3 Portland Avenue  
Newtownabbey BT36 5EY

**6 Newtownards Area Office**  
2(B) Regent Street  
Newtownards BT23 4LH

**7 Omagh Area Office**  
21 Kevlin Avenue  
Omagh BT78 1ER

To find out what jobs are available go to:

[www.eoni.org.uk/recruitment](http://www.eoni.org.uk/recruitment)

We are committed to equality of opportunity and welcome applications irrespective of disability, age, gender, race, political or religious belief, sexual orientation and marital/family status.

## Contacting the Electoral Office

You can contact us on:

Freephone: 0800 4320 712

Telephone: 028 9044 6688

Textphone: 0800 3284 502

Email: [info@eoni.org.uk](mailto:info@eoni.org.uk)

Website: [www.eoni.org.uk](http://www.eoni.org.uk)  
(Browsealoud enabled)

A Language Line service is available if you would prefer to communicate with us in a language other than English.

This leaflet is available in Braille, large print and audio formats upon request.