



INTERNATIONAL WOMEN'S DAY

Name: Lisa Vines

Job Title: Elections Manager – Democratic Services

Can you tell us a little about your role?

I manage the Election Team and we organise all elections and referenda for the Returning Officer as well as maintaining and publishing the register of electors for the Electoral Registration Officer. We don't just do one election a year - the list of tasks is many and varied.



What are the key moments in your career journey so far?

I started in 1991 as a Trainee Committee Clerk and my first job was to read the council's constitution.

I moved into supporting councillors in 1994 when I took on the newly created role of Members Assistant, acting as a PA to councillors as well as deputising for the Ceremonial and Members' Officer. I took over as Ceremonial and Members' Officer in 2004 then became the Election Manager in 2014. All posts have been within the same department but all very different.

Are there any particular lessons or advice that you would like to share?

I wanted to be an airline pilot - so I have no idea how I ended up in elections! Being in the same department throughout my whole time with the council has meant that I have always been involved in elections, so it was a move to an area of work I was familiar with.

It also is very much project management based, so planning and delivering civic events and elections is very similar - you just need a lot more work based knowledge of elections. Never be put off having a go for a role you see that you think you may be good at doing.

There may be things you have experience of, and you may look at something and think you don't have experience in that. But you don't know who else is applying and whether they tick all the boxes - so go for it. If you don't go for it you will never know whether you could have been a success at it.