

Elections Staff - Job description

Verification / Count Assistant	
Responsible to	Returning Officer
Rate of pay	To be advised in appointment letter
Hours	To be advised in appointment letter
Location	Count venue – White Horse Leisure & Tennis Centre
Employer	Either: Returning Officer (District and Parish Elections) Deputy Returning Officer (County Council Elections) Local Returning Officer (UK Parliamentary Elections) Counting Officer (Referendums)
DBS check required	No
Date job description updated	For May 2024

Purpose of the post

Work under the direction of your Count Supervisor and follow all instructions given.

At Verification

To be responsible for verifying the ballot box contents by way of counting the ballot papers.

At Count

To be responsible for sorting the ballot papers, identifying any doubtful ballot papers then counting each sorted pile.

To support the delivery of a professional, accurate and transparent count.

Summary of responsibilities and personal duties

At Verification

- Count the number of ballot papers in each ballot box following the instructions provided.
- Check the counting undertaken by other Verification Assistants (typically done in pairs, swapping each bundle so everything is double-checked).
- Inform your Count Supervisor of the result of the counting.

- Recount any votes as instructed by the Count Supervisor.

At Count

- Sort the ballot papers into votes for individual candidates and count them using the method designated by the count supervisor.
- Set aside doubtful ballot papers and draw them to the attention of your Count Supervisor.
- Recount any votes as instructed by the Count Supervisor.

The post holder must:

- Attend training if required.
- Act impartially at all times, respect the confidentiality of material handled and read and adhere to the secrecy requirements.
- Refrain from engaging in conversations with candidates or agents other than to refer their queries to the Count Supervisor.
- Verify and count ballot papers as directed by the count supervisor.
- Sign the attendance sheet and record hours worked.
- Follow any other instructions commensurate to the nature of the post as directed by the Count Supervisor.

Special Conditions

The length of time of a count will depend on the size and nature of the election and whether recounts are required. If the Count takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning. You must be prepared to stay as long as it takes, although adequate breaks and refreshments will be allowed.

Person specification

Experience

- None required as full training is provided, although previous Count experience is desirable.

Skills/personal attributes

- Numerate
- Keep calm under pressure
- Accuracy and attention to detail

- Punctual and reliable
- Confidentiality
- Good team player

Essential requirements

- The post holder must not have helped or been employed in any way, either for or against, any candidate, election agent or political party involved with the election.
- The post holder must not have been convicted of an offence under electoral legislation.
- The post holder must read, accept and adhere to the terms of the Statement of Secrecy.
- In accordance with the Immigration, Asylum and Nationality Act 2006, the post holder must demonstrate that they are permitted to work in the UK (evidence will be required such as a passport showing that the post holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom).

Version Control

Reviewed for May 2024 SJB