

# Elections Staff - Job description

<b>Presiding Officer</b>	
<b>Responsible to</b>	Returning Officer
<b>Rate of pay</b>	To be advised in appointment letter.
<b>Duration of role</b>	Temporary for one day plus training and ballot box collection (usually the Tuesday before the poll)
<b>Hours</b>	6:30am – 10.30pm Plus delivering Ballot Box and equipment to count venue.
<b>Location</b>	Allocated polling station – to be advised in the appointment letter.
<b>Employer</b>	Either: Returning Officer (District and Parish Elections) Deputy Returning Officer (County Council Elections) Local Returning Officer (UK Parliamentary Elections) Counting Officer (Referendums)
<b>DBS check required</b>	No
<b>Date job description updated</b>	March 2024 For May 2024

## Purpose of the post

- To be responsible for the conduct of the ballot in the polling stations and have a good knowledge of the voting procedures.
- To comply with any instructions from the Returning Officer.
- To take charge of a polling station.
- To ensure that all electors are treated fairly, impartially and with respect.
- To maintain the secrecy of the ballot.
- To supervise the Poll Clerk(s) at the polling station.

## Summary of responsibilities and personal duties

### **Duties Before Election Day:**

- Where applicable, attend compulsory training sessions and briefings provided by the Electoral Services team (online or in person).
- Liaise with the contact key holder for your designated polling station a week before polling day to confirm arrangements for key collection and/or the opening and closing the building.
- In a multiple polling station, make contact with other Presiding Officer(s) to discuss key collection etc.
- Make contact with Poll Clerk(s) to check travel arrangements to and from polling station and ensure they are fully aware of their requirements and the facilities available at the venue (kettle, fridge, microwave etc).
- Collect the ballot box (usually on the Tuesday before the poll) and contents and keep secure.

### **Polling Day:**

- Transport ballot box and contents to assigned polling station.
- Set up and organise the layout of the polling station taking all voter needs into account (this will include some lifting and assembly of polling booths and furniture).
- Be aware of access issues at the polling station and seek solutions where required.
- Be responsible for health and safety at the polling station for all staff and visitors.
- Ensure the polling station is opened at 7am.
- Ensure that all signs and instructions are clear, visible and remain in place.
- Keep the polling station neat and tidy.
- Instruct and supervise the work of the poll clerk(s).
- Account for, and be responsible for, all ballot papers : issued and un-issued.
- Check the photo ID of electors is valid and determining whether it is acceptable, and rejecting any ID that is not. Maintain appropriate records.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding number lists.

- Issue ballot papers to voters.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Provide assistance to voters where appropriate.
- Receive postal votes delivered by hand and ensure paperwork is completed correctly
- Manage the attendance of those entitled to be present in the polling station, e.g candidates, agents, representatives of the Electoral Commission and Observers and ensure they do not interfere with the voting process.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Monitor the activities of tellers outside polling places.
- Maintain a safe system of work for yourself and others at all times.
- Comply with the instructions of the Returning Officer or his staff (including Polling Station Inspectors).

### **Close of Poll:**

- Ensure the polling station is closed at 10pm and the ballot box sealed.
- Supervise the dismantling of the polling station and ensure the building is returned to good order.
- Complete the ballot paper account and associated paperwork; pack paperwork and equipment away in accordance with instructions given by Returning Officer.
- Close and lock the polling station as directed by the keyholder.
- Deliver the Ballot Box and associated paperwork to the Count location as soon as possible after close of poll as designated by the Returning Officer.

### **Special Conditions**

You will be working a 16 hour day in excess of the hours set out in the EU Working Time Directive.

You must provide all your own refreshments.

Polling station staff are not permitted to leave the premises during the hours of poll.

## Person specification

### Experience

- To have worked as a Poll Clerk on at least two occasions.
- An understanding of the election process.

### Skills/personal attributes

- Numerate and literate.
- Keep calm under pressure and work on own initiative.
- Excellent communication and customer service skills.
- High level of personal presentation and professional manner.
- Ability to explain procedures.
- Accuracy and excellent attention to detail.
- Punctual and reliable.
- Confidentiality.
- Good team player and flexible attitude.
- Physically able enough to lift and carry ballot boxes and other equipment.

### Essential requirements

- Attend compulsory training/briefing sessions as required.
- 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 any 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).
- Understanding of the Working Time Directive and its impact on the post holder's average hours and rest breaks for the period of employment.
- The use of a mobile phone which should be switched on at all times throughout the day.
- Use of a vehicle to carry equipment which must be insured for business use.

### Version Control

Reviewed for May 2024 SJB