

JOB DESCRIPTION

PRESIDING OFFICER

As Presiding Officer you will be responsible for the management of your polling station. You will be responsible for complying with all instructions, ensuring the integrity and secrecy of the ballot. You will assign work to your Poll Clerk(s), ensuring the accurate delivery of the poll and accounting for all ballot papers. You will be responsible for collecting and delivering your ballot box. You may have responsibility for ensuring your polling building is open and closed on the day.

You will be expected to:

- Attend a training session
- Check arrangements for the opening and closing of your polling building and act as key-holder if necessary
- Contact your poll clerk(s) by the Thursday before election day to discuss arrangements for polling day
- Ensure that you have access to a car which is insured for business use
- Collect your ballot box from your designated collection point
- Be responsible for setting up your polling station, maintaining the station throughout the day, and leaving the building in a neat and secure state
- Be responsible for the poll starting at 7am and ending at 10pm precisely
- Be responsible for assigning work to your Poll Clerk, ensuring they follow statutory procedures and customer care protocols
- Communicate with members of the public in a helpful, polite and professional manner.
- Accurately completing the ballot paper account and any other paperwork
- Delivering the ballot box and all sundries back to the count venue as soon as possible at the close of poll
- Work subject to the Secrecy Requirements

In return, you can expect

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Polling Station Inspector
- Direct-line contact to the Elections Unit
- Contact details for your colleagues and polling building owners

Estimated work commitment

2 Hours Training Session
2 Hours preparatory work
17 Hours on polling day

PERSONAL SPECIFICATION

PRESIDING OFFICER

DESIREABLE	ESSENTIAL
Previous customer-service experience	Experience of having worked at a Polling Station on at least 1 other occasion.
Previous line-management or supervisory experience	Ability to work independently under pressure
Diplomacy and tact when working with members of the public	Access to own car which is also insured for Business Use
Working knowledge of the electoral process	Fully literate and numerate with excellent attention to detail
Experience of having worked at a polling station on at least 2 other occasions.	Good timekeeping
	Ability to remain politically neutral
	Not connected to, nor will assist, any candidate or political party at the election
	Mobile phone which needs to be switched on throughout the day
	Physically able to lift and carry heavy equipment in accordance with manual handling advice

If you have any queries, please contact the elections unit on 01623 457321