

JOB DESCRIPTION

Post Title:	Count Supervisor
Salary Grade:	TBC- dependent upon election type
Contract Type:	Temporary
Allowances:	Standard Casual User mileage rate, travel & subsistence
Workbase Location:	Count venue within the Malvern Hills District
Department / Service:	Electoral Services
Responsible to:	Returning Officer
Responsible for:	Count Assistants/Count Assistant Supervisor

Main Purpose/Scope Of The Job

The purpose of the Table Supervisor is to open all ballot boxes in turn, ensuring the content agrees with the verified figure on the Ballot Paper Account and supervise a team of Counting Assistants and the Table Supervisor Assistant to verify and then count the votes.

The Table Supervisor is also responsible for completing all the paperwork as an audit of what has happened at the count and then sealing all the ballot papers and paperwork.

The verification and count may take place on the same evening following the close of poll and staff are expected to work until finished. In some cases the verification will take place following the close of poll and the count will take place the following day.

Table Supervisors are responsible for the handling of the ballot papers and must take the greatest of care to ensure that mistakes are not made.

Key tasks/Accountabilities

- Work as a team
- Supervise the Counting Assistants and Table Supervisor Assistant
- Oversee the verification of the ballot papers and check against the ballot paper accounts
- Deal with doubtful ballot papers with the assistance of the Deputy Returning Officer or Returning Officer
- Supervise any re-counting of votes if required
- Sign and seal all the paperwork
- Liaise with candidates and agents

Other duties

The post holder will be expected to:

- act in an efficient and professional manner at all times
- remain politically neutral and avoid any conversations of a political or controversial nature
- Wear neutral coloured clothing
- Read and agree to the terms of the statement of secrecy
- exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information
- have a flexible approach to the work required to be undertaken, to assist other staff if necessary
- work outside normal office hours as the demands of the post dictate
- undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general responsibility.

The Returning Officer reserves the right to vary the content of this job description, after consultation with the post holder, to reflect changes to the job without changing the general character or the level of responsibility.

The post holder will be expected to evidence appropriate levels of competence in the following areas:

- Effective utilisation of resources
- Safety and risk management
- Working with people
- Respect for people
- Leadership and vision
- Communication skills
- Numeracy
- Professional and technical competence

PERSON SPECIFICATION

Job Title: Count Supervisor

Service Unit: Electoral Services

Requirements	<u>ESSENTIAL</u>		<u>DESIRABLE</u>	
<p>1. Personal Skills <i>eg, interpersonal, planning, organising, communication, learning, leadership</i></p>	<p>Excellent communication skills</p> <p>Able to remain calm under pressure</p> <p>Able to motivate a team</p> <p>Flexible approach to work – it is not possible to leave until the count is complete</p> <p>Able to follow instruction and direction accurately</p> <p>Willing to use our online/email recruitment system</p>			
<p>2. Experience <i>eg. previous types of jobs, teamwork</i></p>	<p>Previous employment as a Count Assistant on at least 2 occasions</p>		<p>Experience of different types of election and count system</p>	
<p>3. Knowledge <i>eg. computer literacy, ability to work with stats or reports</i></p>	<p>Good numeracy skills</p> <p>Administrative skills</p>			
<p>4. Special Requirements <i>eg. unsociable hours, driving licence, commitment to equal opportunities</i></p>	<p>The requirements for secrecy must be maintained at all times</p>			

5. Education <i>eg. qualifications, professional & specialised training, technical skills</i>	Good general level of education			
---	---------------------------------	--	--	--

Indicate how this will be assessed:-					
Application Form	A	Practical Test	T	References	R
Interview	I	Presentation	P	Evidence of Qualifications	Q