

# JOB DESCRIPTION

<b>Post Title:</b>	<b>Presiding Officer</b>
<b>Salary Grade:</b>	TBC – dependent upon type of election
<b>Contract Type:</b>	Temporary
<b>Allowances:</b>	Standard Casual User mileage rate, travel & subsistence
<b>Workbase Location:</b>	Polling Station in the Malvern Hills District
<b>Department / Service:</b>	Electoral Services
<b>Responsible to:</b>	Returning Officer
<b>Responsible for:</b>	Poll Clerks

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## **Main Purpose/Scope Of The Job**

1. The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.
2. Presiding Officers are responsible for the conduct of the ballot in the polling stations and they must have a good knowledge of the voting procedures.
3. Polling Stations are open from 7.00 a.m. until 10.00 p.m. On polling day staff are required to arrive at the polling station sufficiently early to set up the equipment in time for opening. In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff should not leave the premises during polling hours.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

## **Key tasks/Accountabilities**

- Comply with any instructions from the Returning Officer.
- To take charge of the polling station.
- To ensure that all electors are treated impartially and with respect.
- To maintain the secrecy of the ballot
- To supervise the Poll Clerk(s) at the polling station.

## **Duties**

Before Polling Day:

- Attend training sessions and briefings provided by the electoral services office. These may be in person or online.

- Liaise with contact person for designated polling station well before polling day to confirm arrangements for key collection/opening and closing the building.
- Visit the polling station to ensure polling day arrangements are in place.
- In a multiple polling station, make contact with other presiding officer(s).
- Make contact with poll clerk(s) to check travel arrangements to and from polling station and to brief poll clerks on the necessary procedures.
- Collect the ballot box and contents before the poll and keep secure.

## Polling Day

- Transport ballot box and contents to polling station.
- Erect polling booths. This involves some lifting.
- Organise the layout of the polling station taking all voter needs into account.
- Be aware of access issues at the polling station.
- Be responsible for health and safety at the polling station for all staff and visitors.
- Ensure the polling station is opened on time.
- 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 and mark electors' electoral numbers in the register of electors and on the corresponding numbers 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.
- 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

## Close of Poll

- Ensure the polling station is closed on time.
- 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 up documents in accordance with instructions given by Returning Officer
- Deliver the Ballot Box and associated paperwork to the Count location as designated by the Returning Officer. You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during hours of poll.

The post holder will be expected to:

- act in an efficient and professional manner at all times.
- 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.
- work outside normal office hours as the demands of the post and emergencies 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:**

- Managing your own work
- Commitment to performance improvement
- Judgement and decision making
- Effective utilisation of resources
- Safety and risk management
- Managing expectations and delivering results
- Working with people, partnerships and networking
- Respect for people
- Leadership and vision
- Strategic thinking
- Empowerment and motivation
- Written communication skills
- Self management
- Numeracy

# PERSON SPECIFICATION

**Job Title:** Presiding Officer

**Service Unit:** Electoral Services

Requirements	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<b>1. Personal Skills</b> <i>eg. interpersonal, planning, organising, communication, learning, leadership</i>	Excellent Communication skills  Organised  Customer service skills  Able to carefully follow instructions and guidance  Professional manner  Attention to detail  Calm under pressure  Punctual and reliable	
<b>2. Experience</b> <i>eg. previous types of jobs, teamwork</i>	Worked as a poll clerk on at least 2 previous occasions	Experience as a poll clerk at different types of elections and referendums
<b>3. Knowledge</b> <i>eg. computer literacy, ability to work with stats or reports</i>	A basic understanding of the election process  Numerate	

<b>4. Special Requirements</b> <i>eg. unsociable hours, driving licence, commitment to equal opportunities</i>	<p>Able to work for a long period of time without breaks outside of the polling station</p> <p>Driving licence and access to a vehicle</p> <p>Must not have worked in support of a political party/candidate at the election, whether paid or unpaid</p> <p>Must not have been convicted of an offence under electoral legislation</p> <p>Must show political impartiality</p>			
<b>5. Education</b> <i>eg. qualifications, professional &amp; specialised training, technical skills</i>	<p>Good general level of education</p>			

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