



Job Identity

Post title: **Presiding Officer no.1 (PO1) (Temporary)**

Report to: Elections Officer / Depute Returning Officer Location: As assigned

Responsible for: Polling Clerk(s) assigned

Grade: Pay as per Scale of Fees for the poll

Job Purpose

To manage the Polling Place/Station to which you are assigned on Polling Day, to oversee the work of the Polling Clerk assigned to them and to coordinate with the Presiding Officers of the other Polling Stations within the Polling Place to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Major Tasks and Duties

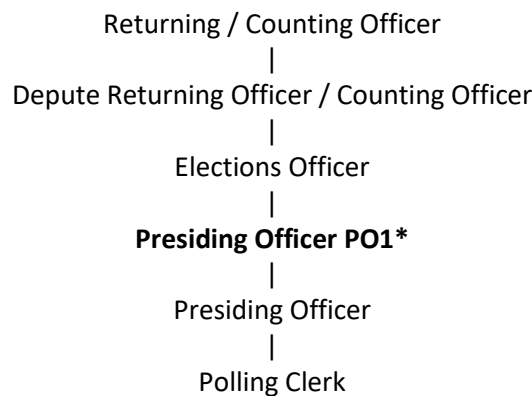
1. complete or attend training/ briefing session(s) for the current poll
2. comply with Returning Officer's instructions
3. collect ballot box(es) and supplementary kit and paperwork the day before polling day and keep it secure
4. liaise with the polling station key-holder before polling day to confirm arrangements for opening and closing the premises
5. to co-ordinate with any other Presiding Officer(s) at the polling place as required, and provide appropriate advice and support
6. transport the ballot box and its contents to the polling station on polling day
7. open and close the polling stations in your venue on time
8. organise the polling station layout within the venue, taking into account all voters' needs
9. be aware of access issues, keeping access clear
10. familiarise yourself with any special equipment or devices to help voters with disabilities
11. take charge of your allocated polling station
12. observe all health and safety arrangements in respect of staff, voters and visitors and be aware of manual handling
13. keep the polling station neat and tidy and ensure that all signs and notices are clearly visible and remain in place
14. at a UK Parliamentary election
 - ask voters to show their photo identification
 - check the photo is a reasonable likeness before issuing ballot papers
 - check voters' identification is on the approved list of acceptable ID
 - where applicable, check voters' ID in a private area
 - when required, refusing to give a voter a ballot paper if they do not have an acceptable form of identification
15. ensure voters can cast their vote in secret, free from influence and in a calm atmosphere
16. check and mark electors off in the polling station register and complete other official paperwork including the Corresponding Numbers List (CNL)
17. give voters ballot papers, checking the official mark and numbering, and make sure they put them into the ballot box
18. help voters where appropriate treating all electors with courtesy and respect
19. support disabled voters to use any special equipment or devices where appropriate
20. undertake special voting procedures as required e.g., dealing with anonymous voters, issuing tendered ballot papers
21. accept completed postal vote packs handed in at the polling station and complete associated paperwork and any transfers during postal vote collections
22. be polite and professional when dealing with all visitors to the polling station, remaining politically impartial at all times

23. maintain order in the polling station and calling for advice and help from the elections office where necessary, reporting any incidents
24. manage the attendance of official observers and others entitled to be in the polling station, making sure they do not interfere with the voting process
25. monitor the activities of candidate/party supporters / 'tellers' outside the polling place
26. heed advice of the Polling Place Inspector during visits
27. account for all ballot papers issued and unissued, and complete a ballot paper account
28. complete polling station paperwork and statutory forms throughout the day and once the poll has closed
29. once the polls have closed and all votes have been cast, supervise and assist in the dismantling of the polling station, leaving the room as you found it
30. transport the ballot box to the designated drop off location immediately following the close of poll

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all detailed duties.

Reporting Relationships

This job is indicated by *



Person Specification

Personal Qualities, Experience and Qualifications:

- ability to maintain and run efficiently a Polling Station/Place
- ability to co-ordinate with other appointed staff at the Polling Place
- knowledge of the voting process
- good communication skills and ability to explain procedures to a range of people/staff in a calm and assertive manner
- commitment to customer care and equal opportunities
- good administrative skills and attention to detail
- punctual and reliable, good standard of personal presentation
- access to a vehicle to transport ballot box and equipment
- organisational / supervisory skills and a good standard of education
- previous experience of working in a polling station is preferable
- basic numeracy

Other Requirements:

- use of car able to carry at least 2 ballot boxes
- must be able to sit for long periods on polling day at station
- must not have volunteered / worked in support of a candidate or referendum campaign
- refreshments and meals are to be taken without leaving the polling station
- must not wear party colours or emblems that might call into question impartiality