



Job Identity

Post Title: **Polling Place Inspector**

Report to: Depute Returning Officer/Elections Officer

Location: As assigned

Responsible for: Polling Clerk(s) assigned

Grade: Pay as per scale of fees for the poll

Job Purpose

To act as a point of contact for Polling Staff at the Polling Places you are assigned and to respond to any issues that occur in their area prior to and during the poll, providing support and advice where appropriate. To ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

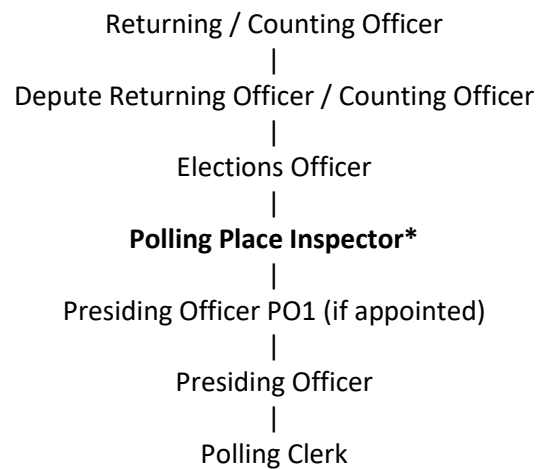
Major Tasks and Duties

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. to be ready to work in your assigned area at 06.30am and visit all Polling Stations assigned
5. to ensure that Polling Stations are laid out and opened promptly at 7am and are operating effectively
6. observe and enforce the requirement for secrecy and security of the Polling Place and act impartially at all times
7. to offer a point of contact for Presiding Officers in your assigned Polling Stations and offer guidance and support where required on basic procedural matters
8. be polite and professional when dealing with all staff, voters and visitors to the Polling Station, remaining politically impartial at all times
9. visit assigned polling stations to be made throughout the day and undertake the following:
 - collect postal votes and return to the Elections Office completing necessary paperwork
 - check all statutory notices and correct signage are properly displayed throughout the day
 - to deliver any missing or additional equipment that is required
 - check the layout of the station and advise the Presiding Officer (or PO1) if changes are advised
 - ensure the ballot box is situated in a secure position, where it can be seen at all times by the Presiding Officer and limits crossover in multiple stations
 - adjudicate on fly-posting around and in the Polling Station
 - ensure accesses are not being impeded or voters intimidated by any action of tellers, candidates or agents and report any activity of this nature to the Elections Office / Police
 - ensure that all access points are clear and available to those with special requirements
 - monitor busy stations in particular for queues
 - ensure voters can cast their vote in secret, free from influence and in a calm atmosphere
 - complete a checklist report for each Polling Station
 - liaise with, and make the Elections Office aware of any problems or conduct issues
10. **at a UK Parliamentary election**, be aware of guidance around the requirement for Voter Identification checks in polling stations
11. familiarise yourself with any special equipment or devices to help voters with disabilities
12. observe all health and safety arrangements in respect of staff, voters and visitors and be aware of manual handling.
13. to co-ordinate with Presiding Officer(s), Ballot Box Collection drivers and the Elections Office to return all kit issued to the Elections Office/Count Centre at 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:

- knowledge of the voting process
- previous experience of working in a polling station
- good communication skills and ability to explain procedures to a range of people in a calm and assertive manner
- commitment to customer care and equal opportunities
- good attention to detail
- punctual and reliable, good standard of personal presentation and ability to present a responsive, enthusiastic and competent image
- supervisory skills
- ability to work independently
- ability to deal with difficult or challenging situations/members of the public
- basic numeracy

Other Requirements:

- flexibility
- must not have volunteered / worked in support of a candidate or referendum campaign
- must not wear party colours or emblems that might call into question impartiality