

## Democratic Services | Job Description & Person Specification



### Job Identity:

Post Title:	Enumerator - Temporary	Report to:	Count Supervisor
Location:	Count Centre as assigned at each election	Grade:	Pay as per determined Scale of Charges and Fees for the poll.
Responsible for:	n/a		

### Job Purpose:

To work at the counting of votes cast after the close of poll or on the day assigned for the count (MANUAL COUNT APPLICABLE)

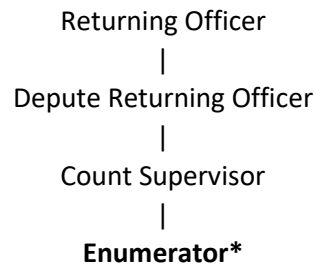
### Major tasks and duties:

1. Enumerator will count accurately numbers of ballot papers and verify for the purposes of ballot box verification
2. Enumerator will check the integrity of the ballot paper, ensuring the Unique Identifying Number is present and official mark
3. Enumerator shall count the votes cast for each candidate/party, separating the votes into the relevant trays and verify
4. Enumerator will complete counting slips as required under the direction of the Count Supervisor or the member of RO Team
5. The Enumerator may be asked to recount the votes under the direction of the Count Supervisor/ RO/CO
6. Enumerator will bundle and secure ballot papers into predefined numbers and attach the relevant slips
7. Enumerator will undertake other tasks under the direction of the RO/CO team as may be necessary in the completion of the count – such as ballot paper packaging, tidying of equipment or paperwork from Polling Stations.
8. Enumerator will bring any discrepancies to the attention of the Count Supervisor
9. Observe all Health and Safety arrangements and local count arrangements
10. Observe and enforce the requirement for secrecy and security and act impartially at all times
11. Comply with any instructions issued by the Counting/Returning Officer.

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 present a responsive, enthusiastic and competent image.
- Good attention to detail
- Ability to work in high pressure environment
- A basic understanding of the Voting process.
- Ability to understand written Guidance Notes

### Education/Qualifications:

- A good standard of basic education in particular numeracy
- No other formal educational qualifications are required

### Other Requirements:

- Must not have worked in support of a candidate at the election or campaign at Referendum whether paid or unpaid.
- To complete a statement of secrecy on employment with regard to relevant legislation for that election
- Must not wear colours or badges that might call into question impartiality. e.g. party colours
- Must be able to stand for long periods, with breaks.