

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Count Supervisor (Temporary)	Report to:	Depute Returning Officer
Location:	Count Centre as assigned at each poll	Grade:	Pay as per Scale of Charges and Fees for that poll
Responsible for:	Enumerators		

Job Purpose:

To oversee and participate in the counting of votes in an assigned team on count day, completion of paperwork associated with the recording and counting of votes (MANUAL COUNT APPLICABLE)

Major tasks and duties:

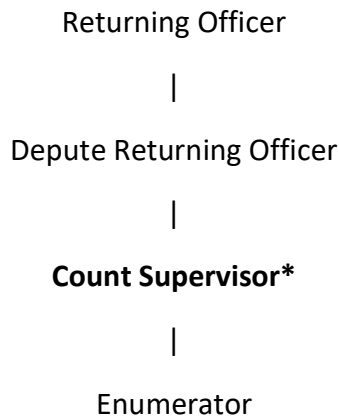
1. Count Supervisor will oversee and count accurately numbers of ballot papers and verify for the purposes of ballot box verification.
2. Count Supervisor will oversee and count the votes cast for each candidate/party for an election or referendum question answer for a referendum, separating the votes into the relevant trays and verify.
3. Count Supervisor will complete or oversee the completion counting slips as required under the direction of the Count Supervisor or the member of RO/CO Team.
4. Count Supervisor will oversee and recount the votes under the direction of the RO/DRO.
5. Count Supervisor will oversee and secure ballot papers into predefined numbers and attach the relevant slips.
6. Count supervisor will be aware of Counting Agents surrounding the table ensuring secrecy is maintained within guidance and that staff are not unduly pressured and given appropriate space in which to complete their duties.
7. Count Supervisor will bring any discrepancies to the attention of the RO or their team.
8. Count Supervisor is responsible for ensuring staff return from breaks in timely fashion, enumerators work together as a team, effectively and accurately.

9. Count Supervisor 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.
10. Participate in training as provided by the Elections Office for the current poll.
11. Observe all Health and Safety arrangements.
12. Observe and enforce the requirement for secrecy and security and act impartially at all times.
13. 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:

- Personal Qualities
- Ability to present a responsive, enthusiastic and competent image.
- Good attention to detail
- Able to follow instructions precisely, as issued by RO/CO/DRO/DCO
- Ability to work in high pressure environment
- An understanding of the Voting process.

Experience:

- Previous experience in counting votes
- Some people management skills to supervise a small team of enumerators

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 whether paid or unpaid.
- To complete a statement of secrecy on employment
- 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.

