

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Ballot Box Assistant - Temporary	Report to:	Depute Returning Officer
Location:	Count Centre as assigned at each poll	Grade:	Pay as Scale of Charges and Fees for that poll
Responsible for:	n/a		

Job Purpose:

To assist the ballot box reception staff at the count with the incoming ballot boxes from the polling stations and their movement around the count as directed by the Elections Management Team

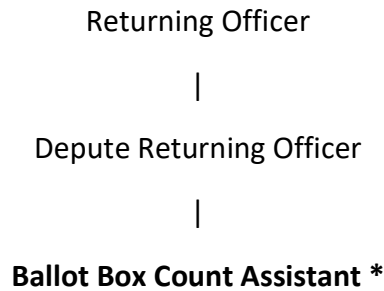
Major tasks and duties:

1. Assist the ballot box van drivers, presiding officers and reception area staff in handling returned ballot boxes, paperwork and any other equipment
2. Assist the Election Management team with the coordinated movement of the ballot boxes to particular areas of the count as required
3. Ensure that any Postal Votes envelopes are forwarded immediately to the Postal Vote receptacle for onwards delivery to the Postal Vote Verification area
4. Ensure that the ballot box receipt area is kept free from obstruction and kept tidy.
5. Assist in maintaining security of the area and open doors to unauthorised access.
6. Assist with the packing of materials and equipment for return to HQ where required.
7. Participate in training as provided by the Elections Office for the current poll if required.
8. Observe all Health and Safety arrangements and be aware of manual handling.
9. Observe and enforce the requirement for secrecy and security and act impartially at all times.
10. Comply with any instructions issued by the Election Management team

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.
- Ability to work quickly and efficiently
- Ability to work as part of a team
- Ability to work in high pressure environment
- Good attention to detail

Other Requirements:

- Physically able to handle ballot boxes and equipment and stand for periods of time
- Must not have worked in support of a candidate at the election whether paid or unpaid.
- To complete a statement of secrecy on employment with regard to Requirement of Secrecy in law
- Work will be undertaken late at night/early morning or during the day dependent on the type of election
- Must not wear colours that might call into question impartiality. e.g. party colours