

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Ballot Box Receipt Supervisor - Temporary	Report to:	Depute Returning Officer
Location:	Count Centre as assigned at each election	Grade:	Pay as per Scale of Charges and Fees for that poll
Responsible for:	Ballot Box Receipt Assistants		

Job Purpose:

To supervise and receive the ballot boxes and to sort/ organise incoming paperwork and polling station materials when they arrive at the Count Centre and complete the necessary paperwork, as required.

Major tasks and duties:

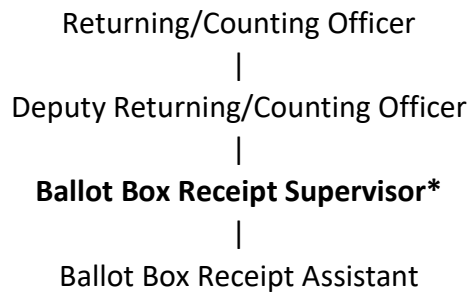
1. Act as the reception area for Presiding Officers and Ballot Box Collection Drivers to return ballot boxes, paperwork and any other equipment.
2. Organise the Ballot Box Reception area and layout.
3. Supervise and direct the work of the Ballot Box Receipt Assistants.
4. Complete the checklist to mark off the ballot boxes and paperwork as they arrive.
5. Ensure that the ballot paper account envelope is handed in with the ballot box and passed immediately to the Count Verification Area.
6. Ensure that any Postal Votes envelopes are forwarded immediately to the Postal Vote area for processing.
7. Sort the materials returned from the Polling Station ensuring that the enveloped paperwork is placed in order in the relevant receptacles.
8. Packets and parcels from polling stations shall be organised for easy location of any packet that may be urgently required in the count venue for reconciliation.
9. Ensure that the ballot box receipt area is kept tidy and free from obstruction.
10. Supervise and assist with the packing of materials and archive for return to HQ where required.
11. Participate in training as provided by the Elections Office for the poll as required.
12. Observe all Health and Safety arrangements and be aware of manual handling.

13. Observe and enforce the requirement for secrecy and security and act impartially at all times.
14. Comply with any instructions issued by the Returning/Counting 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.
- 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 or referendum campaign 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