

## Democratic Services | Job Description & Person Specification



### Job Identity:

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

### Job Purpose:

To assist the Count Mixing Supervisor in the mixing of verified votes during the count, completion of paperwork associated with the recording of and issuing of mixed votes to the count tables (MANUAL COUNT APPLICABLE)

### Major tasks and duties:

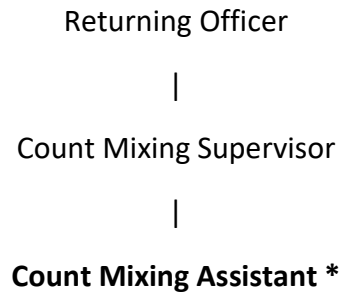
1. Count Mixing Assistant will assist the Count Mixing Supervisor in receiving the verified ballot papers in the ballot boxes from the count tables to the Mixing area.
2. Count Mixing Assistant will assist in securing verified ballot papers bundles into predefined numbers and complete and attach the relevant slips under the guidance of the Count Mixing Supervisor.
3. Count Mixing Assistant will assist in issuing mixed votes to the count tables for counting.
4. Count Mixing Assistant will be aware of Counting Agents surrounding the table ensuring secrecy is maintained within guidance and appropriate space is maintained to complete your duties safely.
5. Count Mixing Assistant will bring any discrepancies to the attention of the Count Mixing Supervisor, RO/CO or his team.
6. Count Mixing Assistant 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.
7. Participate in training as provided by the Elections Office for the current poll.
8. Observe all Health and Safety arrangements
9. Observe and enforce the requirement for secrecy and security and act impartially at all times.

10. 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.
- Good attention to detail
- Able to follow instructions precisely, as issued by RO/CO/DRO/DCO
- Ability to work in high pressure environment
- Ability to work as part of a team
- An understanding of the Voting process.

Experience:

- Previous experience in counting votes

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.