

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Count Mixing 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:	Count Mixing Assistant		

Job Purpose:

To supervise 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)

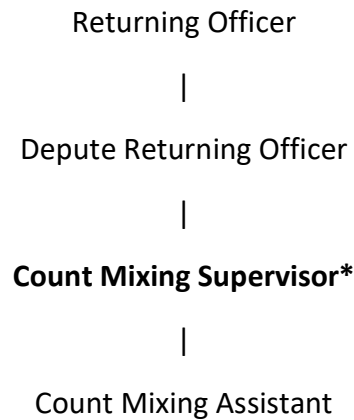
Major tasks and duties:

1. You will issue the ballot boxes for verification to the count tables as directed by the Returning Officer or their depute.
2. You will organise the receipt of the verified ballot papers in the ballot boxes from the count tables to the Mixing area.
3. You will secure verified ballot papers bundles into predefined numbers and complete and attach the relevant slips assisted by the Count Mixing assistant;
4. You will supervisor and issue mixed votes to the count tables for counting;
5. You 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;
6. You will bring any discrepancies to the attention of the Count Mixing Supervisor, RO/CO or their team;
7. You 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. Participate in training as provided by the Elections Office for the current poll
9. Observe all Health and Safety 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 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, slogan, logo or badges that might call into question impartiality. e.g. party colours
- Must be able to stand for long periods, with breaks.

ADMINISTRATION ONLY | Author: Elections Office | Review Date due: Feb 2024