

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Count Security Steward - Temporary	Report to:	Count Centre Co-ordinator
Location:	Count Centre as assigned at each election	Grade:	Pay as per Scale of Charges and Fees for the poll
Responsible for:	n/a		

Job Purpose:

To assist in maintaining security and access to the count and other general tasks. Count guests will include high profile candidates, election agents, counting agents, observers, elected members, national and local press, radio and TV crews.

Major tasks and duties:

1. Welcome count guests into the venue in a polite and welcoming manner
2. Advise on entry requirements and any health and safety or public health controls in place
3. Respond to any access needs of count guests
4. Assist with the entry / management of those attending the count
5. Direct count guests and observers to the appropriate areas
6. Maintain security/ prevent unauthorised access to the count and responsible for the regulation of access between various parts of the venue as necessary
7. Ensure that those who should not be granted access to the venue are professionally and politely prevented from gaining access or escorted from the building should the Returning Officer direct
8. Assist staff where directed with coordinated movement of the ballot boxes to particular areas of the count as required
9. Ensure all public areas are kept tidy and presentable throughout the event and assist with the dismantling of the count
10. Be fully conversant with emergency and evacuation procedures and assist with evacuation of the building as directed
11. Participate in training as provided by the Elections Office for the current poll if 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. Undertake any other duties that may reasonably be required by the Count Centre Co-ordinator or the Election Management Team

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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 *

Returning/ Counting Officer

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Depute Returning Officer

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Count Centre Co-ordinator

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Count Steward *

Person Specification:

Personal Qualities, Experience and Qualifications:

- Ability to present a responsive, welcoming and competent image
- Good attention to detail
- Customer service skills
- Excellent communication and interpersonal skills
- Polite and happy to help attitude
- Punctual and reliable
- Able to deal efficiently with the public and remain calm under pressure

Experience:

- Experience of dealing directly with the general public
- Experience working as part of a team
- Experience of practical health and safety

Other Requirements:

- Must not have worked in support of a candidate at the election or campaign at a referendum whether paid or unpaid.
- To complete a statement of secrecy on employment with regard to relevant legislation for that election
- Must not wear colours, slogans, logos or badges that might call into question impartiality. e.g. party colours
- Must be able to stand for prolonged periods, with breaks.
- Must be prepared to work unsocial hours

