

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Count Security 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 the poll.
Responsible for:	Count Security Stewards		

Job Purpose:

To work with, and supervise count stewards to provide an efficient and professional security to the count venue its staff and guests

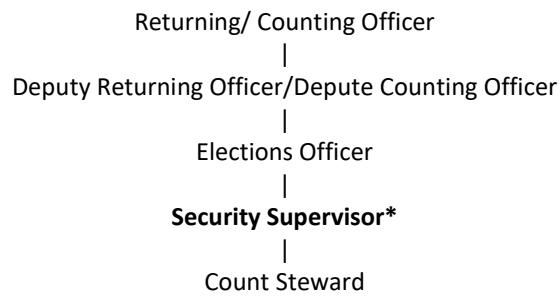
Major tasks and duties:

1. Welcome count guests and observers into the venue in a polite and enthusiastic manner.
2. Respond to any access needs of count guests and observers.
3. Assist with the entry/ management of those attending the count.
4. Directing count guests and observers to the appropriate areas.
5. Liaise with the assigned police attending the count on the night.
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.
8. Ensure all public areas are kept tidy and presentable throughout the event and assist with the dismantling of the count.
9. Be conversant with emergency and evacuation procedures and assist with evacuation of the building as directed.
10. Provide support to the Elections Management Team in an emergency or evacuation situation, in a calm and professional manner.
11. Monitor noise levels outside levels outside the count by guest outside and control as necessary.
12. Monitor and maintain the parking restrictions outside the building to authorised vehicles only.
13. Undertake any other duties that may reasonably be required 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
- 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 and supervising work
- Experience of practical health and safety

Other Requirements:

- Must not have worked in support of a candidate at the election or campaign at 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 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