

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Count Verification 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 election
Responsible for:	Count Verification Assistant(s)		

Job Purpose:

To receive the spare and unused ballot paper packages during the Count and verify totals and record as required, completing the necessary paperwork

Major tasks and duties:

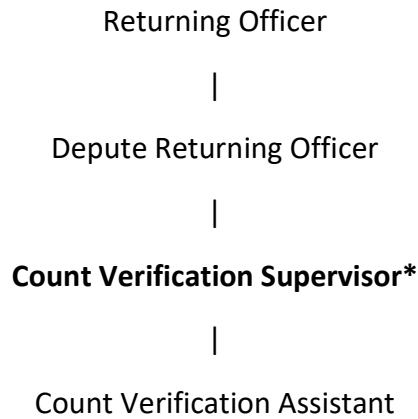
1. To receive the Spoilt and unused ballot paper packages for each Polling Station from the Ballot Box Reception Area
2. To pass the Spoilt and unused ballot paper packages to the Count Verification Assistant to allow the verification of the Unused and Spoilt Ballot Papers
3. To check the bundles from each Polling Station and record the totals counted on the provided paperwork
4. To coordinate the Count Verification Assistant(s) and receive confirmation to ensure that the unused and spoilt ballot paper totals counted correctly
5. To liaise with the RO verification area and Returning Officer and Depute Returning Officer and communicate the verification totals from the spare and unused ballot paper verification area
6. Ensure that any anomalies are brought to the Returning Officer's and RO Verification Assistant's immediate attention
7. Once verification of the Spoilt and unused ballot paper packages are completed, bundle in order into archive boxes as required by the Elections Officer
8. Oversee and supervise the work and breaks for the Count Verification Assistants
9. Participate in training as provided by the Elections Office for the current election if required.
10. Observe all Health and Safety arrangements
11. Observe and enforce the requirement for secrecy and security and act impartially at all times.

12. Comply with any instructions issued by the Returning 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
- Ability to work in high pressure environment
- An understanding of the Voting process

Experience

- Previous experience in counting votes
- Some people management skills to supervise a small team

Education/Qualifications

- A good standard of basic education in particular numeracy
- Be able to use an Excel Spreadsheet for calculations
- 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 with regard to Section 66 RPA
- Must not wear colours or badges that might call into question impartiality. e.g. party colours