

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	ECount Staff – Temporary	Report to:	Count Supervisor
Location:	Count Centre as assigned at each election	Grade:	Pay as per Returning Officer (RO) Scale of Charges and Fees for that election
Responsible for:	n/a		

Job Purpose:

To work at the electronic counting of votes cast after the close of poll

Major tasks and duties:

1. E Count Staff may be asked to assist in emptying ballot boxes and re-orientating ballot papers into numbered trays for verification and scanning.
2. Ballot Box Opening Assistants check the integrity of the ballot paper, ensuring the Unique Identifying Number is present and mark on the rear of papers.
3. Verification staff will enter data from designated paperwork using a computer and handheld scanner.
4. Marshalls will move trays from designated storage areas to assigned work areas and vice versa, ensuring the flow of trays to waiting staff.
5. Scanning staff will load ballot papers from assigned trays into electronic scanners, completing necessary paperwork and may be responsible for basic cleaning of scanner beds under instruction.
6. Registration staff will analyse basic sets of figures and confirm verification, referring to supervisor for anomalies
7. First Level Adjudication staff will use a computer to adjudicate ballot papers shown on screen following set rules under the direction of the Count Supervisor
8. ECount Staff may be asked to undertake other tasks under the direction of the Count Manager/Supervisor as may be necessary in the completion of the eCount – such as ballot paper packaging, tidying of equipment or paperwork from Polling Stations.
9. ECount Staff will bring any discrepancies to the attention of the Count Supervisor.
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
- A basic understanding of the Single Transferable Voting process
- Ability to understand written Guidance Notes

Education/Qualifications:

- A good standard of basic education in particular numeracy
- No other formal educational qualifications are required
- Basic computer, hardware and mouse skills (not required for Marshalls and opening assistants)

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 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 long periods, with breaks.