

## Democratic Services | Job Description & Person Specification



### Job Identity:

Post Title:	Election Assistant – General Duties - Temporary	Report to:	Depute Returning Officer
Location:	Council Headquarters / 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 assist the elections team with general duties relating to the preparation for polling and count and complete the necessary paperwork, as required.

### Major tasks and duties:

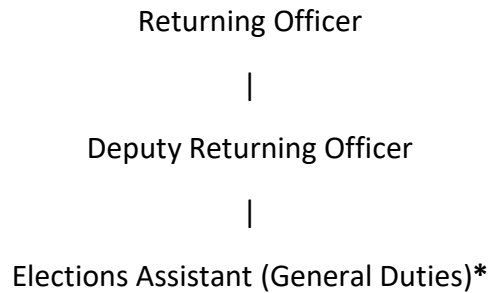
1. To assist with the packing of ballot boxes and preparation of polling station kit.
2. Complete the checklists relating to the packing of ballot boxes and polling station kit
3. To assist with the move of kit and ballot boxes from the Council HQ to the count centre for dispatch
4. Ensure that the ballot box dispatch area is kept free from obstruction and kept tidy
5. Assist with the packing of surplus materials for return to HQ where required
6. Assist with the set-up /tidy-up of the count centre for ballot box dispatch and count
7. Participate in training as provided by the Elections Office for the current election if required
8. Observe all Health and Safety arrangements and be aware of manual handling
9. Observe and enforce the requirement for secrecy and security and act impartially at all times
10. Comply with any instructions issued by the Returning Officer

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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 \*



**Person Specification:**

Personal Qualities, Experience and Qualifications:

- Ability to present a responsive, enthusiastic and competent image.
- Ability to work quickly and efficiently
- Ability to work as part of a team
- Ability to work in high pressure environment
- Good attention to detail

Other Requirements:

- Must be Physically able to handle ballot boxes and equipment
- 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 Requirement of Secrecy in Law
- Work may be undertaken late at night/early morning or during the day dependent on the type of election
- Must not wear colours that might call into question impartiality. e.g. party colours