

## **JOB DESCRIPTION**

### **PRESIDING OFFICER**

As Presiding Officer you will be responsible for the management of your polling station. You will be responsible for assigning work to your Poll Clerk, ensuring the accurate delivery of the poll and accounting for all ballot papers. You will be responsible for collecting and delivering your ballot box. In certain circumstances you may have responsibility for ensuring your polling building is open and closed on the day of the election.

#### **You will be expected to:**

- Attend a training session
- Check arrangements for the opening and closing of your polling building and act as key-holder if necessary
- Collect your ballot box from your designated collection point
- Be able to collect and transport your polling screen to the polling station
- Be responsible for setting up your polling station and leaving the building in a neat and secure state
- Be responsible for assigning work to your Poll Clerk
- Deal with members of the public in a helpful, polite and professional manner.
- Preparing the ballot paper account
- Delivering the ballot box, polling screen and all sundries back to the Count Venue
- Work subject to the Secrecy Requirements

#### **In return, you can expect**

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Visiting Officer
- Direct-line contact to the Elections Office who will advise on any contentious issues
- Contact details for your colleagues and polling building owners
- Prompt payment after the election

#### **Estimated work commitment**

2 Hours Training Session  
2 Hours preparatory work  
17 Hours on polling day

**PERSONAL SPECIFICATION**

**PRESIDING OFFICER**

<b>DESIREABLE</b>	<b>ESSENTIAL</b>
Previous customer-service experience	Experience of having worked at a Polling Station on, at least, 2 other occasions.
Previous line-management or supervisory experience	Ability to work independently under pressure
Diplomacy and tact when working with members of the public	Access to own car which is also insured for Business Use
Working knowledge of the electoral process	Fully literate and numerate
	Good timekeeping
	Ability to remain politically neutral