

JOB DESCRIPTION



**NORTH
NORFOLK
DISTRICT
COUNCIL**

Presiding Officer

Service Area

Electoral Services

Manager/Team Leader

To the Electoral Services Team

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

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, either online or in person.
- Check arrangements for the opening and closing of your polling station location, collecting and returning keys to keyholder if required.
- Collect your ballot box and any other equipment from your designated collection point
- Be responsible for setting up your polling station and leaving the building in a neat and secure state, and help maintain a clean and safe polling station throughout the day.
- Strictly maintain neutrality in terms of your political views and opinions and not engage in conversations of such nature.
- Be responsible for assigning work to your Poll Clerk(s).
- Deal with members of the public in a helpful, polite and professional manner.
- Request and confirm that voters have sufficient photographic identification which will be a legal requirement in order to vote at the elections in May 2023.
- Preparing the ballot paper account
- Delivering the ballot box, and all other equipment back to the designated collection point.
- To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
- 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