

JOB DESCRIPTION

Job Title: PRESIDING OFFICER

Accountable to: RETURNING OFFICER

Purpose of Job: To be responsible for the conduct of the ballot, the smooth running of the polling station and allowing eligible registered electors to cast their votes.

Principal Accountabilities:

Before Election Day

1. Accept your appointment and read and agree to the terms of the Requirement of Secrecy.
2. Attend any compulsory training session and briefings provided by Electoral Services and read the polling station staff handbook provided.
3. Contact your Poll Clerk using the details provided on your appointment letter and liaise with the caretaker/keyholder of your polling station.
4. Collect your ballot box(es), ballot papers and sundries on the collection day notified by Electoral Services.
5. Provide documentary evidence to Electoral Services of your eligibility to work in the UK.

Election Day

1. You will be on duty from 6.15am (Polls open at 7.00am) until the close of poll at 10.00pm and be responsible for the opening and setting up of the polling station by 7.00am, when the polls open.
2. You will not be permitted to leave the polling station while the poll is taking place and you must not be employed by or on behalf of any political party or candidate involved in this election, including in a voluntary/unpaid capacity, and you must not sign a candidate's nomination papers.
3. You will be expected to:
 - (i) be at the polling station by 6.15am;
 - (ii) open on time and organise the layout of the polling station keeping the polling station neat and tidy throughout the poll;
 - (iii) instruct and supervise the work of your poll clerk(s);
 - (iv) account and be responsible for all the ballot papers, paperwork and ballot boxes;
 - (v) ensure that the proper procedure for voting is followed, as instructed at any training/briefing sessions;
 - (vi) deal with special voting procedures;
 - (vii) check electors' photographic ID at the polling station and complete the relevant paperwork;
 - (viii) issue ballot papers to eligible voters;
 - (ix) contact Electoral Services with any queries/issues that arise throughout the day;
 - (x) act impartially at all times;
 - (xi) be polite and professional in dealing with voters, candidates and agents;
 - (xii) maintain the secrecy of the ballot at all times;
 - (xiii) deliver the ballot box and all official paperwork back to the Count Centre.

Payment

Payment will be made through the Council's payroll system into your bank account on the date as advised on your appointment letter.

NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Health and Safety

Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

The Returning Officer is committed to providing equal opportunities for all with the belief that employing people from different backgrounds with a range of perspectives and experiences helps to deliver high quality, accessible elections to all our residents. Election workers are appointed based on their abilities, regardless of any protected characteristics.

Data Protection and Data Security

As part of the election process, the personal data of voters will be held and processed on behalf of the Returning Officer. As such, workers are legally obliged to protect that information in line with GDPR