

JOB DESCRIPTION

Job Title: COUNT ASSISTANT
Accountable to: RETURNING OFFICER
Purpose of Job: To ensure that the ballots are verified and agree with the ballot paper account and the counting of the votes for each candidate in the election.
Principal Accountabilities: <u>Before Election Day</u> 1. Accept your appointment and read and agree to the terms of the Requirement of Secrecy. <u>During the Verification and Count</u> 1. You will be required to be on duty at the times as outlined in your appointment letter – in the event that the verification and/or count takes longer than anticipated, you will be required to remain on duty until completion. 2. You will be expected, under supervision by your Table Supervisor, to: (i) Work as part of a team; (ii) Follow instructions from your Supervisor; (iii) Sort and count ballot papers quickly and accurately; (iv) Re-count ballot papers as required; (v) Work subject to the Secrecy requirements; (vi) Work until the whole count has been completed; (vii) If asked, to assist with clearing up after the count has finished. 3. Provide documentary evidence to Electoral Services of your eligibility to work in the UK. <u>Payment</u> 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. <u>Health and Safety</u> 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.

Equalities

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.