

## **PRESIDING OFFICER**

### **JOB DESCRIPTION**

#### **PURPOSE:**

Presiding Officers are responsible for the management of a polling station and are responsible for the conduct of the ballot. Organise the set up of the polling station and enable electors to cast their vote in secret and without influence. Maintain the secrecy of the ballot.

#### **HOURS OF POLL:**

Polling Stations are open from 7am – 10pm. Staff are required to arrive at the Polling Station by 6.30am to set up the equipment

#### **PAYMENT:**

In the region of £195 with an additional payment for undertaking Training.

#### **MAIN DUTIES:**

- Attend a training session
- Liaise with polling station key-holder regarding opening and closing arrangements for the building (a visit to the Polling Station will be required prior to Polling Day)
- Collect the ballot box and supplies at the designated time and keep secure
- Make contact with poll clerk(s) to check arrangements for polling day
- Be responsible for setting up the polling station and ensure the building is returned to a neat and secure state (may require some lifting)
- Be responsible for assigning work to the Poll Clerk(s)
- Deal with members of the public in a helpful, polite and professional manner.
- Complete the ballot paper account and documents and pack up in accordance with instructions given by Returning Officer
- Delivering the ballot box, paperwork and equipment to the count centre
- Adhere to the Requirements of Secrecy

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day. Polling station staff are not permitted to leave the premises during hours of poll.

This is not a comprehensive list and is subject to change.

**PERSONAL SPECIFICATION**

<b>DESIRABLE</b>	<b>ESSENTIAL</b>
Previous customer service experience	Experience of having worked at Polling Station on, at least, 1 other occasion
Previous supervisory experience	Ability to work independently under pressure
Working knowledge of the electoral process	Access to own car which must be insured for Business use.
	Literate and Numerate
	Good time keeping
	Ability to remain politically neutral
	Diplomacy and tact when working with members of the public.
	Physically able to undertake the duties of the task(s) eg: lifting and carrying of equipment and setting up arrangement of the polling station