

## JOB DESCRIPTION

**JOB TITLE: PRESIDING OFFICER**

**Accountable to: RETURNING OFFICER**

**Accountable for: POLL CLERK(S)**

**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. Complete/attend any compulsory training and briefing sessions provided by Electoral Services and read the polling station staff manual provided.
3. Contact your Poll Clerk(s) using the details provided on your appointment letter and liaise with the caretaker/key holder of your polling station.
4. Collect your ballot box(es), ballot papers and sundries on the collection day notified by Electoral Services.
5. 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. You must not sign a candidate's nomination papers.
6. Provide documentary evidence to Electoral Services of your eligibility to work in the UK, if not provided in the past.

#### Election Day

1. You will be on duty from 6.30am (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.
3. You will be expected to:
  - (i) be at the polling station by 6.30am;
  - (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 voter identification documentation;
  - (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;
  - (x) deliver the ballot box and all official paperwork back to the Count Centre after the close of poll.
  - (xi) be available to answer any queries regarding your official paperwork once you have delivered it 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, or as soon as is practicable after the election.

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 bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Returning Officer opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age.

No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.