

JOB DESCRIPTION

Job Title: BALLOT BOX RECEPTION – DOCUMENT CHECKER
Accountable to: RETURNING OFFICER, BALLOT BOX RECEPTION SUPERVISOR
Purpose of Job: To assist with the retrieval of paperwork and equipment from the Presiding Officers at the close of poll.
<p>Principal Accountabilities: <u>Before Election Day</u></p> <ol style="list-style-type: none"> 1. Accept your appointment and read and agree to the terms of the Requirement of Secrecy 2. Provide documentary evidence to Electoral Services of your eligibility to work in the UK, if not provided in the past. 3. Agree to the terms of the Statement of Secrecy. 4. 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. <p><u>During the Verification and Count</u></p> <ol style="list-style-type: none"> 1. You will be required to be on duty at the times as outlined in your appointment letter. 2. You will check in equipment from our Presiding Officers, ensuring that they have been correctly packaged up as advised by Electoral Services, and are marked correctly off the check-in sheet. 3. Any Presiding Officer who does not return equipment as instructed, to be asked to stand to one side to sort out. 4. Assist with clearing up the ballot box reception area once all the boxes have been received. <p><u>Payment</u></p> <p>Payment will be made through the Council's outsourced third party payroll provider into your bank account on the date as advised on your appointment letter, or as soon as is practicable after the election.</p> <p>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.</p>

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.

Risks involved are moving heavy boxes, driving late at night and early hours of the morning after a long day.

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.