

## JOB DESCRIPTION

<b>Job Title: COUNT ASSISTANT</b>
<b>Accountable to: COUNT TABLE SUPERVISOR</b>
<b>Purpose of Job:</b> counting of the votes for each candidate in the election.
<p><b>Principal Accountabilities:</b></p> <p><u>Before Election Day</u></p> <ol style="list-style-type: none"> <li>1. Accept your appointment and read and agree to the terms of the Requirements of Secrecy.</li> <li>2. Attend any training session and briefings provided by Electoral Services.</li> <li>3. Agree to the terms of the Statement of Secrecy.</li> <li>4. Provide documentary evidence to Electoral Services of your eligibility to work in the UK, if not provided in the past.</li> <li>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.</li> </ol> <p><u>During the Verification and Count</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. You will be responsible: <ol style="list-style-type: none"> <li>(i) Follow the count procedure as instructed by Count Table Supervisor;</li> <li>(ii) Verify and Count the ballot papers into piles of 20/bundles of 100 papers and place into trays;</li> <li>(iii) Place any doubtful papers in the basket on your table for a decision by the Count Table Supervisor/Returning Officer/Deputy Returning Officer.</li> </ol> </li> <li>3. You will be required to assist with clearing the count hall after the Verification and/or Count has finished.</li> </ol> <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>

### **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 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.