

## JOB DESCRIPTION

**Job Title: TRANSFER STATION SUPERVISORS (ROMSEY)**

**Accountable to: the relevant RETURNING OFFICER**

**Purpose of Job:** To manage the retrieval of ballot boxes and equipment from the Presiding Officers at the close of poll in Romsey, and to ensure everything is transferred safely and securely to Andover.

### **Principal Accountabilities:**

#### Before Election Day

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.
3. Attend any briefing session as and when required.

#### During the Verification and Count

1. You will be required to be on duty at the times as outlined in your appointment letter – in the event that any Presiding Officers are delayed, you will be required to remain on duty until completion.
2. You will check in all ballot boxes and equipment from 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 ballot box(es) and/or equipment as instructed, to be asked to stand to one side to sort out.
4. Package up boxes and equipment from polling stations together in the large rubble sacks provided, and ensure that they are loaded onto the vans for transporting to Andover.

### **Payment**

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.

### **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.

## **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.