

JOB DESCRIPTION

Job Title: BALLOT BOX CHECK-IN SUPERVISOR

Accountable to: the relevant RETURNING OFFICER

Purpose of Job: To assist with the retrieval of ballot boxes and equipment from the Presiding Officers at the close of poll.

Once all Presiding Officers have delivered their equipment and paperwork to the count venue, to join with the check-in team to 'bag bust' and sort polling station equipment as advised by Electoral Services.

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 the verification and/or count takes longer than anticipated, 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. Once boxes and equipment are checked in, to pass these items to the assistants for delivery to the correct area of the count venue.
5. To follow any other procedures as instructed by Electoral Services.
6. You will be responsible for a team of Assistants who will, under your supervision:
 - (i) Follow any procedures as instructed by Electoral Services;
 - (ii) Assist with 'bag busting' polling station equipment, as instructed by Electoral Services.
7. You will be required to assist with clearing the count hall after the Verification and/or Count has finished.

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.