

JOB DESCRIPTION

Job Title: TABLE SUPERVISOR

Accountable to: RETURNING OFFICER

Purpose of Job: To supervise a team of assistants ensuring that the ballots are verified and agree with the ballot paper account, and to supervise the counting of the votes for each candidate in the election.

Principal Accountabilities:

Before Election Day

1. Accept your appointment and read and agree to the terms of the Requirements of Secrecy.
2. Attend any training session and briefings provided by Electoral Services.
2. Collect your Count Supervisor's pack and read and agree to the terms of the Statement of Secrecy.
3. Provide documentary evidence to Electoral Services of your eligibility to work in the UK.

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 be responsible for briefing your Count Team, for issuing the badges for your team to wear, completing the attendance list for your team and issuing and collecting back claim forms.
3. You will be responsible for a team a team of Count Assistants who will, under your supervision:
 - (i) Follow the count procedure as instructed by Electoral Services;
 - (ii) Separate the ballot papers from the ballot boxes;
 - (iii) Verify and Count the ballot papers into piles of 10/bundles of 100 papers and pass to you for collation of the figures;
 - (iv) Place any doubtful papers in the basket on your table for a decision by the Returning Officer/DRO.
4. You will be responsible for providing the verified figures to the Top Table and, once agreed, be responsible for conducting the count and for providing the Top Table with the numbers of votes cast for each candidate.
5. You will be responsible, should it be required, for conducting re-counts and informing the Top Table of the results.
6. 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.