

JOB DESCRIPTION

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| Job Title: TOP TABLE SUPERVISOR |
| Accountable to: the relevant RETURNING OFFICER |
| Purpose of Job: To receive and collate information from the ballot paper accounts, and ensuring that the proper checks and balances are carried out to come to an accurate result. |
| Principal Accountabilities: <u>Before Election Day</u> <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.3. Attend any briefing session as and when required.4. Prepare and test the spreadsheet that is used as a back-up / secondary validation of Express. Ensure that all polling stations are entered for each election and allow for the inclusion of postal votes.5. Prepare the spreadsheet that is used to verify the results counted at each count station for each election. This will include allowing for multiple count stations for the same election and 'second vote counts' scenarios as appropriate. <u>During the Verification and Count</u> <ol style="list-style-type: none">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. To receive the ballot paper accounts from the relevant person, to check the arithmetic and enter the information onto the spreadsheet and/or count module. To liaise with 'bag-busters' where errors appear to arise from the polling station.3. To file all Ballot Paper Accounts received so that they can be checked later on the night or in the future if required.4. To confirm with Table Supervisors their verification totals.5. To confirm the percentage turnout for the election (and provide similar figures to other councils' representatives if relevant).6. To advise the Count Box Supervisor of the average number of ballot papers to be placed in each count box, for setting up the mini-counts where required.7. At the count stage, to confirm with Table Supervisors their count totals for each (mini) count.8. To collate all results from the (mini) counts to arrive at an overall result for each electoral area. |

9. To produce copies of Declarations of Results for the Returning Office to declare and for displaying at count venue.
10. To follow any other procedures as instructed by Electoral Services.
11. 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.