

## JOB DESCRIPTION

<b>Job Title: DOOR SECURITY</b>
<b>Accountable to: the relevant RETURNING OFFICER</b>
<b>Purpose of Job:</b> To manage the access and egress of all persons to the Verification and Count venue.
<b>Principal Accountabilities:</b> <u>Before Election Day</u> <ol style="list-style-type: none"><li>1. Accept your appointment and read and agree to the terms of the Requirement of Secrecy.</li><li>2. Provide documentary evidence to Electoral Services of your eligibility to work in the UK.</li><li>3. Attend any briefing session as and when required.</li></ol> <u>During the Verification and Count</u> <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. To check the names of any person wishing to access the count venue against the list provided by Electoral Services, and mark their name to show that they are in attendance.</li><li>3. To ensure that any Candidates/Agents/Guests/Press entering the count venue signs the attendance list and has their attention drawn to the Requirement of Secrecy.</li><li>4. To hand out the relevant documents to Candidates/Agents/Guests/Press/Count Staff as they enter the count venue.</li><li>5. Once the count has commenced, to check with Supervisors to ensure that all members of staff had arrived, and to note on the attendance list anyone that hasn't.</li><li>6. To follow any other procedures as instructed by Electoral Services.</li><li>7. You will be required to assist with clearing the count hall after the Verification and/or Count has finished.</li></ol> <b><u>Payment</u></b> <p>Payment will be made through the Council's payroll system into your bank account on the date as advised on your appointment letter.</p>

**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.