

# JOB DESCRIPTION

## Elections



<b>JOB TITLE:</b>	<b>PRESIDING OFFICER</b>
<b>RESPONSIBLE TO:</b>	<b>RETURNING OFFICER</b>
<b>REPORTS TO:</b>	<b>ELECTIONS MANAGER</b>
<b>Purpose of Job:</b>	
<p>Presiding Officers are responsible for the management of a polling station and are responsible for the conduct of the ballot. Presiding Officers will organise the setup of the polling station and enable electors to cast their vote in secret and without influence, maintaining the secrecy of the ballot at all times.</p>	
<b>Hours of Work:</b>	
<p>Polling stations are open from 7am – 10pm. Staff are required to arrive at the polling station by 6:30am to set up the equipment. At the close of poll after 10pm, equipment must be packed away and the sealed ballot boxes and required paperwork brought to the count venue.</p>	
<b>Payment:</b>	
<p>Grade 8 (SCP 25). Payment can vary depending on election type and extent of combination. There is an additional payment for undertaking a training session.</p>	
<b>Core Tasks:</b>	
<ol style="list-style-type: none"><li>1. Attend a training session.</li><li>2. Liaise with the polling station key-holder regarding opening and closing arrangements for the building (a visit to the polling station prior to polling day is required).</li><li>3. Collect the ballot box and supplies at the designated time and keep secure.</li><li>4. Make contact with assigned Poll Clerk prior to polling day to check arrangements for the day.</li><li>5. Be responsible for setting up the polling station and ensure that the building is returned to a neat and secure state (requires some manual handling of polling booths and tables).</li><li>6. Be responsible for assigning work to the Poll Clerk(s).</li><li>7. Deal with members of the public in a helpful, polite and professional manner, staying within the requirements of legislation at all times.</li><li>8. Complete the ballot paper account and other required documents at the close of poll and set down the polling station in accordance with instructions given by the Returning Officer.</li><li>9. Deliver the ballot box and associated documents &amp; equipment to the count venue.</li><li>10. Follow the instructions of the Returning Officer and their staff at all times.</li><li>11. Adhere to the requirements of secrecy and all other relevant legislation at all times.</li></ol>	
<p>By accepting the post you will waive your right to the Working Time Directive. On polling day Presiding Officers will be working at 16 hour day. Own refreshments must be provided to see through the entire day and breaks coordinated with the Poll Clerk(s). Polling station staff are not permitted to leave the premises at any point during the hours of poll.</p>	
<b>Health &amp; Safety:</b> All employees have a responsibility for their own Health & Safety and that of others while undertaking their duties.	
<b>Legislation:</b> To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures.	

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the payment of the post.

Please note that we cannot employ anyone who has or intends to work or volunteer on behalf of a political party or candidate at any election.

<b>Person Specification</b>			
<b>Essential</b>		<b>Desirable</b>	
Experience of having worked at a Polling Station (in any role) on at least one other occasion.		Previous customer service experience.	
Ability to work independently under pressure.		Previous supervisory experience.	
Access to own car which must be insured for business use.		Working knowledge of the electoral process.	
Literate & numerate.			
Good time keeping.			
Ability to remain politically neutral.			
Diplomacy and tact when working with members of the public.			
Physically able to undertake the duties of the role, e.g.: manual handling of polling equipment when setting up the polling station, and able to work long/unsociable hours on polling day.			
<b>Prepared by:</b>	<b>Jo Bentham</b>	<b>Date:</b>	<b>10/01/2025</b>