

## On Behalf Of The Returning Officer At



### Elections Role Profile: **Count Assistant**

**Accountable to:** Count / Verification Team Leader  
Returning Officer / Count Manager

**Accountable for:** N/a

Please make yourself aware of the following job description and requirements before you apply to work as a Counting Assistant.

You must not be employed by, or on behalf of any political party or candidate involved in this election, including in a voluntary / unpaid capacity, and you must not sign a candidate's nomination papers.

### **Purpose of count team**

- The Count / Verification Team Leader will direct and support you to carry out the verification and counting of votes for each candidate in the election.

### **Timings**

- The election count will take place as soon as practical after the close of poll and can take place during the day and / or overnight.
- You will be required to be on duty at the times which are outlined in your appointment letter.
- In the event the verification and / or count takes longer than expected, you will be required to remain on duty until completion.

### **Key responsibilities**

#### **Before the count**

- Accept and return your online appointment letter and read and agree to the terms of the Requirement Secrecy
- Supply evidence of your eligibility to work in the UK (if not already done so previously)
- Familiarise yourself with where the count venue is located and how you will get there on time on the day

#### **On the day of the count**

- You will follow instruction from the Count / Verification Team Leader to verify and count the ballot papers and votes for each candidate
- You will work as part of a team to sort and count ballot papers quickly and accurately
- You must act impartially at all times, dress in neutral colours and refrain from engaging in conversation with candidates, agents and councillors
- You may need to re-count ballot papers or votes
- You will work subject to the secrecy requirements
- You must be prepared to work flexibly and remain until the whole count has been completed

## Payment

Payment will be made to your nominated bank account. This can be up to four / five weeks after the polling day

- The pay / allowances for your appointment are as per the current Hampshire and Isle of Wight Election Fees Structure which can be found on our website.

## Person Specification

### Essential

- Able to work as part of a team
- Punctual and reliable
- Calm under pressure
- Have strong communication skills
- Able to follow strict instructions
- Have a level of accuracy and attention to detail
- Able to travel to the count venue

### Desirable

- Previous experience as a Count Assistant