

On Behalf Of The Returning Officer At



Elections Role Profile: Count Verification / Supervisor

Accountable to: Returning Officer / Count Manager

Accountable for: Count Assistants

Please make yourself aware of the following job description and requirements before you apply to work as a Count / Verification Supervisor.

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

- You will ensure that the ballots are verified against the ballot paper account and will count the 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.
- In the event the verification and / or count takes longer than anticipated, you will be required to remain on duty until completion.

Key responsibilities

Before the count

- Supply evidence of your eligibility to work in the UK (if not already done so previously)
- Accept and return your online appointment letter and read and agree to the terms of the Requirement Secrecy
- Attend / complete any compulsory training session / briefing provided by Electoral Services

On the day of the count

- You will adjudicate any doubtful papers
- You will support the Count / Verification Team Leaders to oversee the verification of the ballot papers and check against the ballot paper accounts
- You will support the Count / Verification Team Leaders to oversee the counting of the ballot papers
- You may need to supervise the re-counting of ballot papers or votes
- You will work subject to the secrecy requirements
- You must act impartially at all times, dress in neutral colours and liaise with candidates, agents and councillors where necessary
- You must be prepared to work flexibly and remain until the whole count has been completed

Payment

We will send payment to your chosen bank account as soon as possible after the date of election.

The pay / allowances for your appointment are as follows.

- £18.00 per hour for a daytime count
- £27.00 per hour for a night time (between 10pm – 8am) or Saturday count
- £35.00 per hour for a Sunday or bank holiday daytime count
- Mileage allowance 45 pence per mile (non-taxable), payable only for travel to and from the count venue. To claim mileage you must have business use included for car insurance.

Person Specification

Essential

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

Desirable

- Previous experience as a Count Supervisor