

On Behalf Of The Returning Officer At



Elections Role Profile: **Polling Station Inspector**

Accountable to: **Returning Officer**

Accountable for: **N/a**

Please make yourself familiar with the following job description and requirements before you make contact with us and apply to work as a Polling Station Inspector.

For this role you need a full UK Driving Licence and access to a car with business insurance on polling day.

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 the polling station team

- The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.
- Polling Stations are open from 7am until 10pm on polling day and must be set up in time for opening and cleared down at the end of the day

Key responsibilities

Before polling day

- 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
- Collect your equipment and check it is all accounted for and kept secure

On polling day

- You must be available from 7am until 10pm on polling day and complete your allocated rounds using your Polling Station Inspector tablet to communicate with and escalate any issues to the Elections Office as required
- Dress in neutral colours & act impartially with politeness and professionalism at all times and liaise with candidates, agents and councillors where necessary
- You must maintain the secrecy of the ballot at all times
- Ensure that polling stations are open and being operated in accordance with election rules
- Resolve any operational issues and distribute any additional equipment as required
- Assist with the collection of postal votes that have been handed in at a Polling Station
- Complete risk assessments where necessary
- Support Presiding Officers with Voter ID determinations if required (with appointed Deputy Returning Officer powers by the Returning Officer)

- You must ensure that all electors are treated with respect and receive the same experience wherever they are and whatever time they vote, including those voters with any type of disability

Payment

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

The pay / allowances for your appointment are as follows.

- £16.00 per hour (£22.00 per hour if Polling Station Inspector is appointed as Deputy Returning Officer with powers to check and assist with Voter ID determinations) (plus £25.00 for a combined poll)
- Mileage allowance 45 pence per mile (non-taxable). To claim mileage you must have business use included for car insurance.
- £25.00 for completion of online training or £40.00 for completion of in person training

Person Specification

Essential

- Working knowledge of the electoral process
- Ability to work independently under pressure
- Punctual and reliable
- Calm under pressure
- Access to your own car which is insured for business use
- Ability to travel to any polling station within the New Forest

Desirable

- Previous experience in a customer service role
- At least 2 previous experiences as working at a polling station