

On Behalf Of The Returning Officer At



Elections Role Profile: Postal Vote Opening Assistant

Accountable to: Postal Vote Opening Team Leader
Returning Officer

Accountable for: N/a

Please make yourself aware of the following job description and requirements before you apply to work as a Postal Vote Opening 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 the postal vote opening team

- The purpose of the postal vote opening process is to ensure that postal votes that are returned by electors, or their proxies, who have chosen to vote by post, rather than in person at a polling station, are opened and receipted in a secure and accurate manner.
- Votes for candidates are not counted as part of this process.

Timings

- Postal Vote Opening Assistants are employed on an hourly basis in the days leading up to and on polling day.
- The days of work are flexible and will be agreed with the Postal Vote Opening Team Leader and may be subject to change.
- The hours of work will be agreed with the Postal Vote Opening Team Leader and may be subject to change at short notice.

Key responsibilities

Before the first day of opening

- Accept and return your online appointment letter and read and agree to the terms of the Requirements of Secrecy: Election Proceedings
- Supply evidence of your eligibility to work in the UK (if not already done so previously)

On your scheduled working day

- Work in a team which will be directed by a Postal Vote Opening Team Leader
- Verify the number of postal vote envelopes received
- Follow the process to open envelopes and sort the contents as directed
- Count the number of ballot papers received
- You must ensure the secrecy and security of the ballot at all times
- Act impartially in a polite and professional manner at all times

- Candidates and Agents and are permitted to attend any postal vote session. You must ensure the proper process is being followed so that any observers have clear sight and confidence that the session is being conducted according to electoral law.

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

- Ability to work as part of a team & under pressure
- Accuracy and attention to detail
- Punctual and reliable
- Ability to follow instructions

Desirable

- Previous administration experience
- Working knowledge of the electoral process