

On Behalf Of The Returning Officer At



Elections Role Profile: Postal Vote Opening Team Leader

Accountable to: Returning Officer
Accountable for: Postal Vote Opening Assistants

Please make yourself familiar with the following job description and requirements before you make contact with us and apply to work as a Postal Vote Opening Team Leader.

Postal Vote Opening Supervisors are employed on an hourly basis in the days leading up to and on Election 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 postal vote opening team

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

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)
- Liaise with the Election Team to create a project plan and opening process to follow
- Appoint and liaise with the Postal Vote Opening Assistants regarding the days/times they are needed for work

On your scheduled working days

- Supervise and manage a team of Postal Vote Opening Assistants maintaining a full audit trail and checking process to ensure that returned votes are receipted accurately.
- Oversee the process to verify the number of postal vote envelopes received, the opening of envelopes and sorting of contents & the count of ballot papers received
- Resolve any queries that arise to complete the receipting process where possible
- Scan the postal voting statements into the system and adjudicate dates of birth and signatures
- Complete any relevant documents and statistics
- Ensure ballot papers are kept secure and maintain the secrecy and security of the ballot at all times
- Act impartially in a polite and professional manner at all time

- Follow Electoral Commission guidance to allow Candidates and Agents to oversee the opening process

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.

- £12.60 per hour
- Mileage allowance 45 pence per mile (non-taxable), payable only for travel to and from the postal vote opening venue. To claim mileage you must have business use included for car insurance.

Person Specification

Essential

- Able to fulfil the requirements of relevant guidance and regulations
- Ability to lead a team
- Good communication skills
- Excellent numeracy & literacy skills
- High level of accuracy and attention to detail
- Punctual and reliable
- Remain calm under pressure

Desirable

- Previous experience of the Postal Vote process
- Working knowledge of the electoral process