

On Behalf Of The Returning Officer At



Elections Role Profile: Presiding Officer

Accountable to: Returning Officer
Accountable for: Poll Clerk/s

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

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.

The 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 staff must arrive at the polling station no later than 6.30am to set up the equipment in time for opening and you will also be required to clear down at the end of the day – as well as ensure that the required paperwork is all completed and ensure that the ballot box is delivered to the agreed place in a timely manner.
- In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff must not leave the premises during polling hours.

Key Responsibilities

Before the day:

- 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).
- Attend or complete any compulsory training session or briefing provided by Electoral Services and read the polling station staff manual provided.
- Contact your Poll Clerks at least a week before and ensure they are aware of what you expect from them. If working in a double station, make contact with the Presiding Officer of the other team to agree arrangements.
- Contact the key holder of your polling station and liaise with them at least a week before polling day to confirm arrangements for the building.
- Visit the premises in advance to ensure all arrangements are as expected
- Collect your ballot box(es) and all equipment on the day in which you are notified by Electoral Services, check the contents and keep secure.

On the day:

- Ensure the polling station is set up and ready to open at 7:00am
- Dress in neutral colours & act impartially with politeness and professionalism at all times
- Instruct and supervise your poll clerk/s ensuring the proper procedure for voting is being followed, that any queue is being monitored and managed. Ensure that the polling room is kept orderly and that all voters are treated according to their needs and that acceptable Voter ID is shown by everyone.
- Account and be responsible for ballot papers, ballot boxes and paperwork.
- Ensure the secrecy of the ballot is maintained.
- At close the of poll, complete and return all official paperwork and deliver the ballot box to the Count Centre or drop off point assigned to you.

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 lead and manage a team
- Ensure the requirements of relevant guidance and regulations are met as expected which is provided in training
- Attend all relevant training as necessary
- Previous customer service experience & good communication skills
- Experience of having worked at a Polling Station on at least 2 occasions
- Ability to work independently under pressure
- High level of accuracy and attention to detail
- Access to your own car which is insured for Business Use
- Good timekeeping, punctual and reliable
- Diplomacy and tact when working with members of the public

Desirable

- Previous customer service experience
- Working knowledge of the electoral process