

Presiding Officer

Job Description



Job title:	Presiding Officer
Job type:	Supervisory
Responsible to:	Electoral Services Manager
Responsible for:	Poll Clerk(s)
Key responsibilities and activities:	
<ul style="list-style-type: none">• Be responsible for the conduct of the ballot in your polling station	
<ul style="list-style-type: none">• Be responsible for the management of your poll clerk(s)	
<ul style="list-style-type: none">• Ensure the accurate delivery of the poll and account for all ballot papers	
<ul style="list-style-type: none">• Ensure that voter identification is asked for and checked before ballot papers are issued	
<ul style="list-style-type: none">• Ensure electors understand the new voter identification requirements including what constitutes an acceptable form of ID	
<ul style="list-style-type: none">• Ensure electors are able to present their ID in private when requested	
<ul style="list-style-type: none">• Be responsible for refusing a voter a ballot paper where no ID is presented; or you do not consider the ID to be a good likeness; or consider it to be a forgery	
<ul style="list-style-type: none">• Comply with any instructions from the Returning Officer and their staff.	
<ul style="list-style-type: none">• Ensure that all electors are treated with respect and receive the same experience wherever they are and whatever time they vote.	
<ul style="list-style-type: none">• Ensure the secrecy and security of the ballot.	
<ul style="list-style-type: none">• Liaise with the key holder and plan for the opening and closing of the building. You should also visit your polling station in advance to ensure polling day arrangements are in place	
<ul style="list-style-type: none">• Contact your poll clerk(s), and any other Presiding Officer(s) appointed to the same polling place, at least a week before polling day	
<ul style="list-style-type: none">• Collect your ballot box and equipment before polling day at your allocated time slot. The ballot box must be kept in a secure environment until polling day	
<ul style="list-style-type: none">• Be responsible for setting up your polling station and leaving the building in a neat and secure state	

<ul style="list-style-type: none"> • Ensure your polling station opens and closes at the required times 	
<ul style="list-style-type: none"> • Be responsible for assigning work to your poll clerk(s) and ensuring that the correct procedure for voting is followed 	
<ul style="list-style-type: none"> • Liaise with members of the public in a helpful, polite, and professional manner 	
<ul style="list-style-type: none"> • Support disabled voters throughout the voting process 	
<ul style="list-style-type: none"> • Complete your ballot paper account and all other paperwork, including the ballot paper refusal list and voter ID evaluation form 	
<ul style="list-style-type: none"> • Deliver your ballot box and all other equipment to the count venue promptly after the close of poll 	
Additional information:	
<ul style="list-style-type: none"> • You must read and agree to the terms of the Requirement of Secrecy 	
<ul style="list-style-type: none"> • You cannot be employed if you have carried out any duties on behalf of any candidate or political party at the election, including signing a candidate's nomination papers 	
Hours / days required:	<ul style="list-style-type: none"> • Visit polling station in advance – approximately 1 hour • Collection of ballot box and equipment – approximately 1 hour • Training – approximately 2 – 3 hours • Polling day – 16 hours (6.30am – 10.30pm) • Return of ballot box and equipment – approximately 1 hour
Based at:	Any polling station within the area

Person Specification

Criteria	Essential	Desirable
Experience	Previous customer service experience	Previous line management or supervisory experience
	Experience of having worked at a polling station on at least one other occasion	

Skills and Abilities	Ability to work independently under pressure	Diplomacy and tact when working with members of the public
	Ability to remain politically neutral	
	Good timekeeping	
	Literacy and numeracy skills	
Knowledge	Working knowledge of the electoral process	
Other	Access to own car which is insured for Business Use	