

ROLE PROFILE

Job Title **Ballot Box and Count Table Steward**

The ‘role profile’ is the contractual element that your post has been assigned to and generically sets out in broad terms the responsibilities the post holder is expected to have

Service Area: **Electoral Services**

Grade: **By appointment of the Returning Officer**

Responsible to: **Ballot Box Manager / Count Supervisor**

Responsible for: **None**

TASK SPECIFICS

The ‘task specifics’ is the detailed description of day to day activity. These can change when priorities change.

Purpose and Scope of work

To assist the Ballot Box Manager during the receipt of all ballot boxes, paperwork, and other materials returned by the Presiding Officers. To transport receipted ballot boxes safely and efficiently to the relevant Count Station and assist the Count Supervisor during the verification and count process.

- Work as a runner to collect ballot boxes, paperwork, and other materials returned from Presiding Officers’ cars and deliver to the Ballot Box Receipt Station.
- Safely transport ballot boxes from the Ballot Box Receipt Station to Count Stations as instructed by the Ballot Box Manager.
- Work as a table steward to relay information from the Count Supervisor to the Top Table.
- Support the Count Supervisor as required.
- Ensure the requirements for secrecy and security are observed.
- As instructed by the Count Supervisor, verify and count the number of ballot papers in a ballot box and recount as required.
- Act impartially at all times, be polite and professional but not engage in debate with any candidates, agents or verification/counting agent.
- Remain at the Count Centre until dismissed by the Returning Officer.
- Any other count assistant related duties as required.

Colleagues, Self and Partners

- Ballot Box Manager – report to and abide by instructions given for the receipting of ballot boxes.
- Count Supervisor– report to and abide by instructions given for the verification and count process.
- The Returning Officer and Electoral Services Team – adhere to all instruction given.
- Election Candidates, Agents, Observers and Media – although the work can be watched by observers there is not expected to be any formal contact or communication.

Managing Resources (people, equipment, buildings)

Accountability

- No formal supervision responsibilities but entrusted with the safe and secure handling of ballot boxes, paperwork and election materials.

Role Requirements

- Must be physically able to lift and carry heavy objects safely, in all weathers.
- To remain flexible and professional in approach.
- To wear appropriate dress – this could include the issue of hi-viz vest, on occasion.
- Must be able to provide evidence of eligibility to work in the UK.
- Must not work on behalf of a candidate during an election campaign, nor be related to a prospective candidate.
- Must have read and agreed the terms of the Statement of Secrecy on appointment to the role.
- Must work in accordance with the count procedures put in place by the Returning Officer under the guidance of the Ballot Box Manager and Count Supervisor.

Knowledge and Skills

- Good communications skills and ability to follow strict instructions.
- Good visual accuracy and attention to detail.
- Ability to work safely and efficiently under time pressure.
- Good personal presentation and able to remain impartial and professional at all times.
- Punctual and reliable.
- Work effectively as part of a team.

Behaviours

- Awareness of the Council's values.
- Awareness of the Council's safeguarding policy in their service area and how to report any concerns.
- Awareness of the Council's Health and Safety policy in their service area and committed to safe working practices.