

ROLE PROFILE

Job Title Poll Clerk

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: Presiding Officer

Responsible for: None

TASK SPECIFICS

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

JE Reference

Purpose and Scope of work

To assist and support the Presiding Officer in all aspects of election duties in the Polling Stations. Poll Clerks have responsibility to ensure all instructions issued by the Returning Officer are adhered to, including:

- Complying with any instructions from the Returning Officer and Presiding Officer
- Ensuring that all electors are treated promptly, impartially and with respect.
- Maintaining the secrecy of the ballot.

Before Election Day

- To liaise with their Presiding Officer prior to polling day.
- To attend any mandatory training sessions delivered by the Electoral Services team, where appropriate.

Election Day

- Be at the polling station at least 30 minutes before opening and assist with the setup and layout of the polling station in preparation for the opening of the polling station.
- Write the correct ward and elector number on the Corresponding Number list (CNL) against the ballot paper number to be issued.
- Ensure only one ballot paper is removed from the ballot book and passed to the Presiding Officer for issue.
- Provide cover for the Presiding Officer and other Poll Clerks when required.
- Assist the Presiding Officer in ensuring that voters cast their vote in secret and maintain the secrecy of the ballot at all times.
- Answer voters' queries in an impartial, friendly and business-like manner.



- Carry out any cleaning duties and tidy the polling station area as instructed by the Presiding Officer.
- Carry out any other polling station duties as required.

Close of Poll

 Remain at the polling station for as long as necessary after the close of poll to assist with the required close of poll procedures and deconstruction of the Polling Station.

Colleagues, Self and Partners

- Members of the Public to engage with politely and portray a professional manner at all times.
- Polling Station Colleagues work together, provide timely information, provide help and support.
- The Returning Officer and Electoral Services Team adhere to all instructions given.
- Election Candidates, Agents and Observers 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

- Assist with set up and break down of polling station layout and polling booths.
- Perform regular cleaning duties as instructed by the Presiding Officer.
- Ensure building is left clean and returned to good order after the close of poll.

Role Requirements

- Must consent to working in excess of the normal working hours provided for by the working time directive.
- 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.

Knowledge and Skills

- Good, polite communications skills and ability to follow strict instructions.
- Good personal presentation and commitment to customer care.
- Good administration/organisational skills and attention to detail.
- Team player and flexible attitude.
- Punctual and reliable.
- Work effectively as part of a team.
- Access to transport (desirable).

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.