

ROLE PROFILE

Job Title **Postal Vote Opening Assistant**

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: **Postal Vote Opening 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 Returning Officer in the opening and handling of postal ballot papers received prior to polling day. To work as part of a team to open, check and tally returned postal votes in a secure manor.

- Work in a pair as designated by the Postal Vote Opening Supervisor.
- Ensure the requirements for secrecy and security are observed.
- Work under the direction of the Postal Vote Opening Supervisor to count envelopes received, open and check the contents of the envelopes, and tally the number of ballot papers.
- Alert the Postal Vote Opening Supervisor to any incomplete returned postal packs.
- Act impartially at all times, be polite and professional but not engage in debate with any candidates or agents that may be observing.
- Remain at the Postal Vote Opening location until dismissed by the Postal Vote Opening Supervisor.
- Any other duties appropriate to the role.

Colleagues, Self and Partners

- Postal Vote Opening Assistants – work as part of a team follow instructions accurately and efficiently.
- Postal Vote Opening Supervisor– report to and abide by instructions given for the duration of the proceedings.
- The Returning Officer and Electoral Services Team – adhere to all instruction 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

- No formal supervision responsibilities but entrusted with the safe and secure

handling of ballot papers throughout the postal vote opening process.

Role Requirements

- To remain flexible and professional in approach.
- To wear appropriate dress.
- 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 postal vote opening procedures put in place by the Returning Officer under the guidance of the Postal Vote Opening Supervisor.

Knowledge and Skills

- Good communications skills and ability to follow strict instructions.
- Excellent numeracy skills, accuracy and attention to detail.
- 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.