

ROLE PROFILE

Job Title **Presiding Officer**

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: **Electoral Services Manager/ Polling Station Inspector**

Responsible for: **Poll Clerks at appointed and/or shared Polling Station**

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 manage and oversee all aspects of elections duties in the Polling Stations they have responsibility for, ensuring their Poll Clerks comply with all instructions issued by the Returning Officer.

- Comply with any instructions from the Returning Officer.
- To take charge of a polling station, and on occasion, overall charge of a multiple polling station.
- To ensure that all electors are treated promptly, impartially and with respect.
- Be helpful and approachable.
- To maintain the secrecy of the ballot.
- To supervise the Poll Clerk(s) at the polling station.

Before Polling Day

- Attend training sessions and briefings provided by the Electoral Services office.
- Liaise with contact person for designated polling station before Election Day to confirm arrangements for key collection/opening and closing the building.
- In a multiple polling station, make contact with other Presiding Officer(s).
- Make contact with Poll Clerk(s) to check travel arrangements to and from polling station.
- Collect, and check, the Ballot Box and contents before the Poll and keep secure.

Polling Day

- Ensure safe transport of the Ballot Box and contents to the polling station and Count Venue.
- Organise the layout of the polling station taking all voter needs into account and consider any access issues.
- Be responsible for health and safety at the polling station for all staff and visitors (be aware of any potential risks to safety and inspect the premises regularly)

- Ensure the polling station is opened on time.
- Ensure that all signs and instructions are clear, visible and remain in place for the duration of the Poll.
- Keep the polling station neat and tidy.
- Instruct and supervise the work of the Poll Clerk(s)
- Account for, and be responsible for, all ballot papers, issued and un-issued.
- Ensure that all electors' electoral numbers in the register of electors and on the corresponding numbers lists are checked and marked correctly.
- Ensure ballot papers are issued to all eligible voters.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Provide assistance to voters where appropriate.
- Receive and safely store any postal votes delivered by hand to the polling station.
- Manage the attendance of those entitled to be present in the polling station, eg candidates, agents, representatives of the Electoral Commission and Observers, and ensure they do not interfere with the voting process.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Monitor the activities of tellers outside polling places.
- Complete paperwork periodically throughout the day as appropriate.

Close of Poll

- Ensure the polling station is closed on time.
- Supervise the dismantling of the polling station and ensure the building is returned to good order.
- Ensure the building is locked and the key is returned as agreed with the key holder.
- Complete the ballot paper account and associated paperwork; pack in accordance with instructions given by the Returning Officer.
- Deliver the Ballot Box and associated paperwork to the Count location as designated by the Returning Officer.

Colleagues, Self and Partners

- Members of the Public – to engage with politely and portray a professional manner at all times.
- Poll Clerks – communicate respectfully, oversee work and ensure professional and impartial conduct at all times.
- Polling Station Inspectors – abide by instructions given and implement and necessary changes or improvements to the polling station, as required.
- 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 formal contact or communication.

Managing Resources (people, equipment, buildings)

Accountability

- Dress appropriately

- Set up of polling station layout and polling booths with equipment provided.
- Implement a cleaning regime as directed by the Electoral Services Team.
- 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.
- Must have previous experience as a Presiding Officer or have acted as a Poll Clerk in at least 3 elections and is willing to participate in additional training.

Knowledge and Skills

- Ability to supervise and scrutinize the work of colleagues to ensure correct procedures are adhered to.
- Ability to work under pressure and manage challenging situations.
- Good communications skills and ability to follow and impart 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 and are covered with Business Insurance.

Behaviours

- Work to 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.