



- No formal supervision responsibilities but entrusted with the safe and secure handling of ballot papers while being verified and counted at the Count Station.

### **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 count procedures put in place by the Returning Officer under the guidance of the Count Supervisor.
- Following training from the Count Supervisor, must be able to identify possible doubtful ballots and bring them to the attention of the Count Supervisor for review.

### **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.