

ROLE PROFILE

Job Title Verification and Count 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: 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 Returning Officer in the verifying and counting of ballot papers. To work as part of a team to ensure the votes are verified and counted, fairly, efficiently and accurately.

- Work at the Count Station designated by the Returning Officer.
- 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.
- Alert the Count Supervisor to any doubtful ballot papers as instructed.
- Sort and count the ballot papers into votes for individual candidates using the method designated by the Returning Officer 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 Verification and Count Assistant related duties as required.

Colleagues, Self and Partners

- Verification and Count Assistants work as part of a team to ensure the votes are verified and counted, fairly, efficiently and accurately.
- Count 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, 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 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.