

## **ELECTION STAFF RECRUITMENT**

### **PRESIDING OFFICER**

Polling station staff are appointed by the Returning Officer, and are responsible for the making sure that the proper procedures for voting are followed. They ensure that voters are able to vote in secret and in a calm atmosphere. All staff employed to work at a polling station must attend a training session before taking up their appointment.

#### **Polling station opening hours**

Polling Stations will be open for voting from 7.00 am until 10.00 pm. Polling Station staff must be able to report to their polling station by 6.15 am at the latest and will be on duty until the polling station has been cleared up shortly after 10pm.

#### **Presiding Officer Duties**

Presiding Officers are responsible for the conduct of the ballot in the polling stations and they must have a good knowledge of voting procedures. They need to comply with any instructions from the Returning Officer, deal with electors, candidates and their agents visiting the polling station, maintain the secrecy of the ballot and supervise the Poll Clerks.

Their main duties are:

- Liaise with the keyholder/caretaker for the polling station before election day to confirm arrangements for opening and closing the building
- Visit the polling station before election day to plan layout and take note of facilities
- Make contact with Poll Clerks to confirm arrangements
- Collect the ballot box and check contents at the time stated by the Returning Officer
- Transport ballot box to polling station
- Set up and organise the layout of the polling station and supervise the Poll Clerks in set up
- Ensure the polling station is open promptly at 7am
- Be aware of access issues and be responsible for health and safety for all staff and visitors
- Keep the polling station neat and tidy
- Account for, and be responsible for, all ballot papers
- Supervise the Poll Clerks in the issue and ballot papers and ensure the correct procedure is followed
- Ensure that voters are able to cast their vote in secret
- Provide assistance to voters where appropriate
- Receive postal votes delivered by hand
- Manage the attendance of those entitled to be present in the polling station and ensure they do not interfere with the voting process
- Be polite and professional when dealing with electors and other visitors

- Monitor the activities of tellers outside the polling station
- Ensure the polling station is closed promptly
- Supervise the dismantling of the polling station and ensure the room is returned to good order
- Complete the ballot paper account and associated paperwork
- Deliver the ballot box and associated paperwork to the count location promptly

### Person Specification

Experience	
Essential	Desirable
A basic understanding of the election process	Experience in a range of elections e.g. local, Parliamentary or European
To have worked previously as a Poll Clerk on at least two occasions	Previous customer service experience
Skills/Personal Attributes	
Essential	Desirable
Excellent communication skills and the ability to explain procedures to a variety of people	Previous supervisory experience
High level of personal presentation and professional manner	Able to lift polling booths/ballot boxes etc
A commitment to customer care	
Good administration skills and attention to detail	
A team player and flexible attitude	
Calm under pressure	
Punctual and reliable	
Other	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election	Use of car to transport ballot box
Be willing to attend a training session	
Must not have been convicted of an offence under Electoral Legislation	
Acceptance of Waiving of Working Time Directive for period of employment	

### In return, you can expect

- Full training in your role and responsibilities

- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Deputy Returning Officer or Polling Station Inspector
- Direct-line contact to the Elections Office who will advise on any contentious issues
- Contact details for your colleagues and polling building owners

### **Estimated work commitment**

- 1.5 hours training session
- 2 hours briefing and preparatory work
- 17 hours on polling day

### **Fees**

No less than a fee of £205 + 45p per mile

### **Training**

Attendance at a training session is essential.

### **Impartiality**

All staff employed by the Returning Officer must be absolutely impartial and **must not** canvass for, assist or openly support a candidate or political party at election time.

### **Other information**

All staff at polling stations should provide their own refreshments and are not allowed to leave the polling station during the day.

All staff will be required to sign an agreement to maintain the secrecy of the poll.

If you are an employee of Arun District Council you must ensure you have your line manager's permission to carry out election duties during your working hours.