

Job Description - Presiding Officer

Polling stations are open from 7am until 10pm on election day. Staff are required to arrive at the polling station at 6.15am to set up the equipment. Staff are not permitted to leave the premises during polling hours to maintain the secrecy of the vote. The role of the polling station staff is to ensure that voters can cast their vote in secret, free from influence and in a calm atmosphere.

The Presiding Officer

Presiding Officers are responsible for the conduct of the ballot in the polling stations and they must have a good working knowledge of the voting procedures.

Key Responsibilities and Activities

- Responsible for the management of the Polling Station.
- Statutory duty for the proper conduct and proceedings within the Polling Station.
- To comply with all instructions ensuring the integrity and secrecy of the ballot.
- Ensuring that voter identification is asked for and checked before ballot papers are issued.
- Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID.
- Ensuring electors can present their ID in private when requested.
- Responsible for refusing a voter a ballot paper where no ID is presented; or you do not consider the ID to be a good likeness; or consider it to be a forgery.
- To lead a team of Poll Clerk(s) and to organise their work.
- Attend all training sessions and complete online training.
- Collect ballot box/materials prior to election, ensuring you have everything required.
- To set up, organise and supervise the running of the Polling Station.
- Responsible for the opening and closing of the Polling Station.
- Responsible for issuing ballot papers and ensuring that the official mark is on all papers and that all issued papers are deposited into the ballot box for counting.
- Liaise with the key holder and plan for the opening and closing of your polling station. You should also visit your polling station in advance to ensure polling day arrangements are in place.
- Complete range of statutory paperwork before the close of poll.
- To deliver the ballot box(es) and packets to the required location at the close of poll.
- Deal with electors, candidates, agents and members of the public in a helpful, polite and professional manner.

Election day

- Transport Ballot Box and contents to polling station.
- Set up polling booths and privacy screen. This involves some lifting.
- Organise the layout of the polling station taking all voter needs into account.
- Be aware of access issues at the polling station.
- Be responsible for health and safety at the polling station for all staff and visitors.
- Ensure the polling station is opened on time.
- Ensure that all signs and instructions are clear, visible and remain in place.
- 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 unissued.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists.
- Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID.
- Ensuring electors can present their ID in private when requested.
- Responsible for refusing a voter a ballot paper where no ID is presented; or you do not consider the ID to be a good likeness; or consider it to be a forgery.
- Issue ballot papers to voters.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Provide assistance to voters where appropriate including assistance with accessibility aids.
- Receive postal votes delivered by hand.
- Manage the attendance of those entitled to be present in the polling station, for example 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.

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.
- Complete the ballot paper account and associated paperwork; pack in accordance with instructions given by Returning Officer.
- Completion of the ballot paper account and all other paperwork, including the ballot paper refusal list and voter ID evaluation form.
- Follow any other instructions by the Returning Officer or appointed Deputy.
- Deliver the Ballot Box and associated paperwork to the Count location as designated by the Returning Officer.

Working Hours

6:15am (to set up) – 11pm (including drop off ballot box to count venue) - The Polling Station is open 7am – 10pm.

Payment

You will be paid into your bank account within 4 weeks after Polling Day.

The rate of pay for a Presiding Officer is £19.80 per hour and the hours worked are calculated as follows:

Total for hours worked/Set Fee	£336.60
Holiday Pay	£40.63
Travel	£10
Training Fee – (online and face to face briefing)	£50.00
Total Fee	£437.23



Person Specification

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none">• A working knowledge of the election process.• To have worked previously as a Poll Clerk on at least two occasions	<ul style="list-style-type: none">• Experience in a range of elections, for example local, Parliamentary or European

SKILLS AND ATRIBUTES	
Essential	Desirable
<ul style="list-style-type: none">• Excellent communication skills and the ability to explain procedures to a variety of people• High level of personal presentation and professional manner• A commitment to customer care• Good administration skills and attention to detail• Ability to remain politically neutral• A team player and flexible attitude• Calm under pressure• Punctual and reliable	<ul style="list-style-type: none">• Able to lift polling booths and ballot boxes etc.

OTHER

Essential	Desirable
<ul style="list-style-type: none">• Must not have worked in support of a political party/candidate at the election, whether paid or unpaid• Be willing to attend training/briefing sessions as required• Must not have been convicted of an offence under Electoral Legislation• Acceptance of Waiving of Working Time Directive for period of employment• Access to own car which is insured for business use	<ul style="list-style-type: none">• Previous line-management or supervisory experience