



South Kesteven Job Description

Job title:	Presiding Officer		
Salary:	In the region of £210 with additional payment for mileage and training Payment for training: £40 (£20 for online training plus £20 for additional briefing session if required) (At a combined election, where more than two elections are taking place at a polling station, the fee will increase from £210 to £252)	Contract:	Casual
Hours:	16 hours on polling day (polling hours 7am – 10pm plus set up and clear up time). You will need to provide your own refreshments, polling staff will not be permitted to leave the polling station during the hours of poll. 2 hours training Collection of ballot box and equipment plus preparatory work (reading guidance/contact with team members/keyholder)		
Location:	Site based (at the polling station) – will involve unsocial hours	Political restriction:	This job is not politically restricted

1 Overall purpose

As Presiding Officer you will be responsible for the management of your polling station. You will be responsible for assigning work to your Poll Clerk(s), ensuring the accurate delivery of the poll and accounting for all ballot papers. You will be responsible for collecting and delivering your ballot box to the count centre or drop off location.

2 Responsibilities and outcomes

You will be expected to:

- Follow instructions issued by the Returning Officer, Deputy Returning Officer or Polling Station Inspector.
- Complete online training package and attend a separate briefing session (face to face or online).
- Liaise with contact person for designated polling station before election day to confirm arrangements for key collection/opening and closing the building.
- Make contact with Poll Clerk(s) in advance of election day to check travel arrangements to and from the polling station.
- Collect your ballot box(es), stationery and equipment from the designated collection point and check the contents.
- Transport ballot box(es) to polling stations and be responsible for the safe and secure keeping of your ballot box(es) and contents at all times.
- Be prepared to transport and erect polling booths. This involves some lifting.
- Account for and be responsible for all ballot papers, issued and unissued.
- Be at your polling station from no later than 6.30am until after poll has closed at 10.00pm.

- Be responsible for setting up your polling station, ensuring that all signs and instructions are clear, visible and remain in place.
- Organise the layout of the polling station taking all voter needs into account.
- Be aware of access issues at the polling station.
- Instruct and supervise the Poll Clerk(s) at the polling station.
- Ensure the polling station is opened and closed on time.
- Ensure that the register of electors is marked correctly and that electors' electoral numbers are being correctly recorded on the corresponding numbers lists.
- Ensure that ballot papers are being issued correctly to voters.
- Ensure that voters can cast their votes in secret and put their ballot papers into the ballot box.
- Provide assistance to voters where appropriate.
- Manage the attendance of those entitled to be present in the polling station, eg candidates, agents, representatives of the Electoral Commission and observers, to that they do not interfere with the voting process.
- Monitor the activities of tellers outside the polling place.
- Be polite and professional when dealing with all visitors to the polling station.
- Ensure that all electors are treated impartially and with respect.
- Be responsible for health and safety at the polling station for all staff and visitors.
- To maintain the secrecy of the ballot.
- Wear smart and politically neutral clothing.
- Complete the ballot paper account and other statutory paperwork and pack in accordance with instructions given by the Returning Officer.
- Deliver the ballot box and associated paperwork and equipment back to the count centre or designated location.
- Supervise the dismantling of the polling station and ensure the building is returned to good order.

You can expect:

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Visits on polling day from a 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

3 Flexibility

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder).

4 Authority to work in the UK

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency.

Key Criteria	Job Requirements	Essential or desirable
Knowledge/ Skills	• Good communication skills and ability to follow strict instructions	E
	• Commitment to customer care	E
	• Ability to deal with confidential information	E
	• Effective organisation skills and attention to detail	E
	• Working knowledge of the electoral process	D
	• Fully literate and numerate	E
	• Ability to lift polling booths/ballot boxes	E
Qualifications	• Access to own car which is also insured for business use	E

Experience	<ul style="list-style-type: none"> • Experience of dealing with the public • Experience of having worked at a polling station on, at least 2 previous occasions • Previous line-management or supervisory experience 	D E D
Behaviours	<ul style="list-style-type: none"> • Diplomacy and tact when working with members of the public • Punctual and reliable • Ability to remain politically neutral • Ability to work independently under pressure and within a team • Ability to work without supervision and take responsibility for own work • Flexibility in terms of hours, location and duties 	E E E D E E
Other	<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/complete training as required 	E E