



# South Kesteven Job Description

<b>Job title:</b>	<b>Count/Verification Assistant</b>		
<b>Salary:</b>	Night rate: £14.50 per hour Daytime rate: £9.00 per hour	<b>Contract:</b>	<b>Casual</b>
<b>Hours:</b>	The number of hours to be worked is dependent on the type of election and the length of count. You must be prepared to stay until the count is completed.  If the Count takes place at night immediately after the close of the poll, you will be required to work from 9.30pm until potentially the early hours of the morning.		
<b>Location:</b>	Grantham Meres Leisure Centre, Trent Road, Grantham, NG31 7XQ – may involve unsocial hours	<b>Political restriction:</b>	This job is not politically restricted

## 1 Overall purpose

As Count/Verification Assistant you will work as part of a team to verify, sort and count ballot papers quickly and accurately under the observation of candidates and agents.

## 2 Responsibilities and outcomes

- Work as part of a team.
- Verify and count the number of the ballot papers in each ballot box quickly and accurately.
- Accurately sort the ballot papers into votes for individual candidates or record votes on counting sheets as instructed by the Count Supervisor.
- Recount ballot papers if required.
- Identify ballot papers which may be doubtful/unclear.
- Follow instructions of the Returning Officer, Deputy Returning Officer or Count Supervisor.
- Refrain from engaging in conversations with candidates, agents or guests.
- Adhere to the requirements of secrecy.
- Remain at the count centre until the verification/count process has been completed.
- Be polite and professional at all times.
- Wear politically neutral clothing.

### You can expect:

- Written instructions
- All stationery and equipment to carry out your duties
- Breaks and light refreshments

## 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
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"><li>• Good communication skills and ability to follow instructions</li><li>• Excellent numeracy skills, accuracy and attention to detail</li></ul>	E E
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous customer service experience</li><li>• Previous election/counting experience</li></ul>	D D
<b>Behaviours</b>	<ul style="list-style-type: none"><li>• Diplomacy and tact when working with members of the public</li><li>• Punctual and reliable</li><li>• Ability to remain politically neutral</li><li>• Ability to work as part of a team</li><li>• Ability to remain calm under pressure</li><li>• Flexibility in terms of hours</li></ul>	E E E E E E
<b>Other</b>	<ul style="list-style-type: none"><li>• Must not have worked in support of a political party/candidate at the election, whether paid or unpaid.</li></ul>	E