

**Electoral Services**

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| **Job Description****Duties and Responsibilities** |
| **Count Operational Team** |
| Reports to | Count Operational SupervisorCount Operational Manager |
| Hours of Work | 9.00pm – end of count |
| Fee | See appointment letter |
| Purpose of the Job | The purpose of the Count Operational Team is to provide support to the Count Management Team to ensure a smooth and efficient count process. |
| Responsibilities and Duties | * Providing parking services to Presiding Officers returning after the close of poll.
* Supporting Presiding Officers to carry close of poll materials.
* Moving ballot boxes and election equipment to designated areas.
* Collation of election documents.
* Sorting and storing official documents.
* Ensuring the Count area is kept clean and free from obstruction.
* Removing and storing of all used equipment.
* Collecting equipment at the end of the count.
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| **Person Specification** |
| **Qualifications, Knowledge, Experience and Skills** |
|  | Essential | Desirable |
| 1. Manual Handling as lifting is required
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| 1. Able to work outdoors
 | E |  |
| 1. Able to work unsociable hours
 | E |  |
| 1. Excellent communication skills
 | E |  |
| 1. Team player with a flexible attitude
 | E |  |
| 1. Ability to remain politically neutral
 | E |  |

**General**

* The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.
* All staff will be required to read and agree to the terms of the Statement of Secrecy.
* All staff will be paid direct into their designated bank account on the 15th of the month following the date of the election. Full details will be included in the Job Appointment.