



PRESIDING OFFICER

JOB DESCRIPTION

Presiding Officer (Casual Election Staff)

The polling station team

Polling Stations are open from 7.00am until 10.00pm. On Election Day staff are required to arrive at the Polling Station at around 6.15am to set up the equipment. Staff are not permitted to leave the premises during Polling Hours in order to maintain the secrecy of the vote. The role of the polling station team is to ensure that voters are able to 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 knowledge of the voting procedures.

The Role:

- To comply with any instructions from the Returning Officer
- To take charge of a polling station
- To ensure that all electors are treated impartially and with respect
- To maintain the secrecy of the ballot
- To supervise the Poll Clerk(s) at the polling station

Duties & Responsibilities:

Before Election Day

- Attend/complete the Presiding Officer training session as instructed by the Electoral Services Team
- Read the Handbook for Polling Station Staff with regard to conducting the poll on the day
- Liaise with the designated contact for your polling station before Election Day to confirm arrangements for the collection of the key and opening and closing the building on election day
- Visit the Polling Station ahead of election day to ensure you are happy with the venue and setup
- Contact your Poll Clerk(s) to confirm arrangements for the day
- Contact any other Presiding Officer(s) if your venue also has another Polling Station
- Collect the Ballot Box and check the contents as instructed before the Poll
- Keep the ballot box content including the Register and Ballot Papers secure before polling day
- Plan your transport to and from the polling station and have all the food and drink you need for the day

Election Day

- Arrive at your polling station by the agreed time to meet the venue key holder and open up as necessary, making sure all staff have access to the site
- Ensure the Polling Station opens and closes on time
- Take the Ballot Box and contents to the polling station
- Organise the layout of the polling station appropriately taking into account all voter needs
- Consider any access issues at the polling station and plan accordingly
- Be responsible for health and safety at the polling station for all staff and visitors

- Ensure that all signs and instructions are clear, visible and remain in place throughout the day
- Keep the polling station neat and tidy
- Ensure that voter identification is asked for and checked before ballot papers are issued
- Ensure electors can present their Voter ID in private when requested
- Be responsible for refusing a voter a ballot paper where no ID is presented; when the ID cannot be considered a good likeness; or considered a forgery
- Instruct and supervise the work of the Poll Clerk(s)
- Ensure poll clerks understand how to use a tactile voting device and the procedure for anonymous electors if applicable
- Account for, and be responsible for, all ballot papers, issued and not issued
- Follow the procedures to mark the elector register, complete the corresponding numbers lists and issue ballot papers to voters
- Keep the secrecy of the ballot at all times, including no commentary on social media
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box
- Provide assistance to voters where appropriate
- Receive postal votes delivered by hand and record appropriately
- Manage the attendance of those entitled to be present in the polling station eg 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
- Ensure that all electors are treated impartially and with respect
- Ensure that all voters can cast their ballot in secret
- Monitor the activities of tellers outside polling places
- Provide cover for any other Presiding Officer and Poll Clerk(s) when required; all breaks should be taken during quiet periods
- Contact the Electoral Service Team in the office to resolve any queries that arise during the day

Close of Poll

- Ensure that any voters in the queue at 10pm are able to cast their vote
- Ensure the Polling Station is closed on time
- Fill in all close of poll paperwork, including the ballot paper account correctly and accurately
- Supervise the packing down of the polling station and ensure the building is returned to good order
- Complete the ballot paper account and associated paperwork and pack away in accordance with the instructions given by the Returning Officer
- Ensure the building is secure, tidy and handed over to the key holder where applicable
- Deliver the Ballot Box and associated paperwork to the Count location or drop off location as instructed by the Returning Officer

You will be working a 16 hour+ day, so you must provide your own refreshments and take appropriate breaks throughout the day during quiet periods. Polling station staff must be available to work the full day and are not permitted to leave the premises during hours of poll.

The Returning Officer is not permitted to employ anyone who has carried out duties on behalf of any political party or candidate at the election.

As well as the duties listed, you may be asked to take on other tasks appropriate with your pay level. All staff will be required to sign an agreement to maintain the secrecy of the poll.



**Presiding Officer
(Casual Election Staff)**

PERSON SPECIFICATION

Criteria	Attributes
<p align="center">Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> - An excellent understanding of the Polling Station election process - To have worked previously as a Poll Clerk on at least two occasions <p>Desirable</p> <ul style="list-style-type: none"> - Previous experience as a Presiding Officer - Experience of a range of elections eg. Parliamentary, Local, Police & Crime Commissioner and Neighbourhood Planning Referendums
<p align="center">Skills and Personal Attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> - Excellent communication skills and the ability to explain procedures to a variety of people - A professional manner and personal presentation - Good administration skills and attention to detail - Calm under pressure and a flexible attitude - Punctual and reliable <p>Desirable</p> <ul style="list-style-type: none"> - Able to carry Polling Station equipment including polling booths and ballot boxes etc
<p align="center">Other</p>	<p>Essential</p> <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 - Be willing to share your contact phone number with other members of staff working at the same polling station - Use of vehicle insured for Business Use to safely transport the ballot box to and from the Polling Station and to the count venue

Please note the information provided in this Job Description is for guidance only and may be subject to change without notice.