



Presiding Officer Job Description

The Polling Station Team

Polling Stations are open from 7.00a.m. until 10.00p.m. On Election Day staff are required to arrive at the Polling Station by 6:30 a.m. 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 staff is to

- ensure that voters are able to cast their vote in secret, free from influence and in a calm and safe environment
- To ensure polling stations are managed in line with Covid Safe Working Practices at the time of the election

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:

- Comply with any instructions from the Returning Officer
- To take charge of the 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:

Before Election Day

- Attend a compulsory training session(s). This will consist of an online polling station training session and a subsequent online training session on how to use the polling station iPads.

This is part of your employment conditions, if you do not carry out the duties on the day of Presiding Officer then you will not receive the training fee element.

- Liaise with contact person for designated polling station before Election Day to confirm arrangements for key collection/opening and closing of building
- In a multiple polling station, make contact with the other Presiding Officer
- Make contact with Poll Clerk(s) to check travel arrangements to and from polling station
- Collect ballot box(es) and check contents before the Poll when instructed and keep secure until Polling Day

Election Day

- Transport Ballot Box(es) and contents to polling station
 - Erect polling booths. 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 aware of 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 un-issued
 - Ask for and check voter identification before are issuing ballot papers (Parliamentary and Police and Crime Commissioner Elections only)
 - Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID (Parliamentary and Police and Crime Commissioner Elections only)
 - Ensuring electors are able to present their ID in private when requested (Parliamentary and Police and Crime Commissioner Elections only)
 - Be 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 (Parliamentary and Police and Crime Commissioner Elections only)
 - Support disabled voters use any special equipment or devices
 - Check and mark electors' electoral numbers in the register of electors and on the corresponding number lists
 - 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
 - Receive postal votes delivered by hand
 - 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 that 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 activities of tellers outside polling places
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- ensure voters are able to cast their vote safely by making sure that public health advice regarding face coverings, social distancing and hygiene are observed throughout the day
 - ensure that all signs and notices, including those with public health messaging, are clear visible and remain in place throughout the day
 - ensure that the polling station is regularly cleaned throughout the day (particularly touchpoints such as doors, polling booths and any writing implements)

Close of Poll

- Ensure the polling station is closed on time
- Supervise the dismantling of the polling station and ensure the building is returned in good order
- Complete the ballot paper account and associated paperwork; pack in accordance with instructions given by the Returning Officer
- Deliver the Ballot Box(es) and associated paperwork as per instructions provided to you.

You will be working a 16 hour day so you must provide your own refreshments.
Take appropriate breaks throughout the day to avoid tiredness.
Wear appropriate clothing for sitting down the majority of the day, particularly in cold weather.

Presiding Officer Person Specification

EXPERIENCE	
Essential	Desirable
<p>A basic understanding of the election process.</p> <p>To have worked previously as a Poll Clerk on at least two occasions</p>	<p>Experience in a range of elections eg local, Parliamentary or European</p>
SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
<p>Excellent communication skills and the ability to explain procedures to a variety of people</p> <p>A commitment to customer care</p> <p>Good administration skills and attention to detail</p> <p>A team player and flexible attitude</p> <p>Calm under pressure</p> <p>Punctual and reliable</p>	
OTHER	
Essential	Desirable
<p>Must not have worked in support of a political party/candidate at the election, whether paid or unpaid</p> <p>Be willing to attend a training session as required</p> <p>Must not have been convicted of an offence under Electoral Legislation</p> <p>Acceptance of Waiving of Working Time Directive for period of employment</p>	<p>Use of car</p>