

## JOB DESCRIPTION

**Job Title:** Postal Vote Issuing Assistant  
**Section/Department:** Electoral Services  
**Responsible To:** Elections and Land Charges Team Leader

### **Purpose of the Post**

The purpose of the postal vote issuing process is to ensure that electors, or their proxies, who have chosen to vote by post, receive the correct ballot papers.

Assistants are employed on an hourly basis on a day or day(s) approximately 4 weeks prior to the election.

### **Main Responsibilities**

The role of the Postal Vote Issuing Assistant is not difficult, but the greatest of care has to be taken to ensure that mistakes are not made.

They must:

- Attend training, if required.
- Read and agree to the terms of the Statement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled.

### **Duties:**

#### **Postal Issuing**

As directed by a Supervisor, assistants will work in teams. They will:

- Put correctly numbered ballot papers into the correctly addressed envelopes based on the information supplied
- Mark the elector on the postal vote issuing list
- Pull paperwork for removal as identified
- At end of process and when directed, seal envelopes and count into postal boxes for Royal Mail to collect.

You will be given appropriate breaks and you must provide your own lunch.

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 sign their agreement to maintain the secrecy of the poll.

You may be required to perform additional duties not listed above which are appropriate to your role and experience to ensure the smooth running of the election process. Job descriptions can be amended at the organisations discretion to ensure service needs are met.

## PERSON SPECIFICATION – POSTAL VOTE ISSUING ASSISTANT

EXPERIENCE	
Essential	Desirable
None	<ul style="list-style-type: none"><li>• Understanding of Postal Vote procedures.</li></ul>
SKILLS/PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"><li>• Accuracy and attention to detail</li><li>• Ability to follow instructions</li><li>• Punctual and reliable</li></ul>	<ul style="list-style-type: none"><li>• Good team player</li></ul>
OTHER	
<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><li>• Be willing to attend training/briefing sessions as required.</li><li>• Must not have been convicted of an offence under Electoral Legislation.</li><li>• Acceptance and adherence to the terms of Statement of Secrecy.</li><li>• Acceptance of Waiving of Working Time Directive for period of employment.</li></ul>	