

JOB DESCRIPTION

Job Title: Postal Vote Opening Assistant

Section/Department: Electoral Services

Responsible To: Elections and Land Charges Team Leader

Purpose of the Post

The purpose of the postal vote opening process is to ensure that electors, or their proxies, who have chosen to vote by post, rather than in person at a polling station, returned postal votes are opened, checked and tallied in a secure manner. Votes for candidates are NOT counted as part of this process.

Teams of assistants are employed on an hourly basis in the days leading up to Election Day, on days and at times as designated by the Returning Officer.

Main Responsibilities

The role of the Postal Vote Assistant is not difficult, but the greatest of care has to be taken to ensure that mistakes are not made. Your work may be observed by candidates, or their agents.

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.
- Refrain from engaging in conversations with candidates or agents (at opening sessions).

Duties:

Postal Opening

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

- Count envelopes received
- Open and check contents of envelopes
- Tally the number of ballot papers received.

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 OPENING ASSISTANT

EXPERIENCE	
Essential	Desirable
None	<ul style="list-style-type: none">• Understanding of Postal Vote procedures.
SKILLS/PERSONAL ATTRIBUTES	
<ul style="list-style-type: none">• Accuracy and attention to detail• Ability to follow instruction• Punctual and reliable	<ul style="list-style-type: none">• Good team player
OTHER	
<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 and adherence to the terms of Statement of Secrecy.• Acceptance of Waiving of Working Time Directive for period of employment.	