



## Presiding Officer Job Description

### MAIN PURPOSE OF JOB

- Responsible for the management of your polling station.
- Statutory responsibility for the proper conduct and proceedings within the polling station.
- Responsible for complying with all instructions ensuring the integrity and secrecy of the ballot. To assign work to the poll clerk(s).
- Responsible for the collection and delivery of your ballot box.

### WORKING HOURS

All Elections - 6.00am - 10.30pm approximately  
Polling Station is open 7am to 10pm

### MAIN DUTIES

- Attend training or briefing sessions.
- To collect paperwork and ballot box and to ensure that you have everything according to the list.
- Responsible for the opening and closing of the polling station.
- To set up, organise and supervise the running of the polling station, and working with the Poll Clerk(s).
- Responsible for issuing ballot papers and ensuring that the official mark is on all papers and that all issued papers are deposited into the ballot box for counting.
- Ensuring that voter identification is asked for and checked before ballot papers are issued
- Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID
- Ensuring electors are able to present their ID in private when requested
- 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
- Support disabled voters throughout the voting process.
- Completion of the ballot paper account and all other paperwork, including the ballot paper refusal list and voter ID evaluation form.
- Complete various statutory paperwork before the close of poll.
- Supervise poll clerk(s).
- To apply the statutory procedures.
- To deliver the ballot box(es) and packages to the required location at the close of poll.
- To ensure that the paperwork is completed and returned in the manner required.
- Deal with electors, candidates, agents and members of the public in a helpful, polite and professional, manner.
- Before election day you must accept your appointment and read and agree to the terms of the Requirement of Secrecy.
- Before election day you must provide proof of your UK work eligibility.



## Person Specification

- You must not take part in any campaigning activities at this election whether paid or unpaid.
- To have some supervisory skills and be able to communicate effectively to other members of the team
- Have use of a car and insured for business use
- To be able to communicate with the public, some of who may be confused, distressed or aggressive
- To exercise tact and discretion when dealing with members of the public in difficult situations
- Must understand the value of teamwork, and own role as a team member
- Experience of working in a front-line service
- Able to work unsociable hours
- Good interpersonal skills
- Able to work under pressure where attention to detail and absolute accuracy is essential
- Able to present and discuss information in a confident and customer friendly manner
- To have previous experience as a presiding officer or poll clerk
- Is familiar with the basic requirements of personal safety
- Ability to remain politically neutral.

### **Payment**

Payment will be made through the Council's payroll system into your bank account on the date as advised on your appointment letter.