

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 - 6.15am - 10.30pm approximate
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.
- 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.
- 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.

Person Specification

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.

Must be able to attend a training / briefing session and follow instructions with respect to election materials and procedures.

Is familiar with the basic requirements of personal safety.