

Job Description: Count Supervisor

Main Purpose of Role

To verify and count the ballot papers after the close of poll.

Main Duties

The Count Supervisor will supervise and lead a team of varying size as designated by the Returning Officer (RO). They will:

Verification

- Allocate contents of ballot box to Count Assistants.
- Supervise the counting of the number of ballot papers.
- Agree figures with the Verification Table/RO.
- Supervise re-counting of the contents if required.

Count

- Allocate contents of ballot box to Count Assistants.
- Supervise the division of ballot papers into votes for individual candidates and counting them using the method designated by the RO.
- Advise figures to the Verification Table.
- Re-count if required.

General

- Work as part of a team.
- Work to strict Secrecy Requirements.
- Assist with the cleaning up after the count as requested.

Person Specification

- Requires good numeric skills, along with visual accuracy and attention to detail.
- Excellent communication skills and the ability to explain procedures.
- Ability to handle and count large volumes of confidential papers whilst monitoring a number of other activities.
- Able to work unsociable hours.
- Able to remain calm whilst working under pressure.
- Flexible approach to duties and working hours – it is not possible to leave before the count has finished, so you must ensure that you allow for possible overrun.
- Ability to remain politically neutral.