

Job Description: Presiding Officer

Main Purpose of Role

- Responsible for the management of the Polling Station.
- Statutory duty for the proper conduct and proceedings within the Polling Station.
- To comply with all instructions ensuring the integrity and secrecy of the ballot.
- To lead a team of Poll Clerk(s) and to organise their work

Main Duties

- Attend training sessions.
- Collect ballot box/materials prior to election, ensuring you have everything required.
- Responsible for the opening and closing of the Polling Station.
- To set up, organise and supervise the running of the Polling Station.
- 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 range of statutory paperwork before the close of poll.
- Supervise the Poll Clerks you are working with.
- To deliver the ballot box(es) and packets to the required location at the close of poll.
- Deal with electors, candidates, agents and members of the public in a helpful, polite and professional manner.

Working Hours

- 6:30am (to set up) – 10:00pm - The Polling Station is open 7am – 10pm.

Person Specification

- To possess supervisory skills and be able to communicate effectively to other members of the team.
- Have use of a vehicle.
- To be able to communicate with the public, sometimes in difficult situations.
- Experience of working in a front-line service.
- Able to work unsociable hours.
- Is familiar with the basic requirements relating to public and personal safety.
- Must understand the need for confidentiality in areas of the role.
- Able to work under pressure where attention to detail and absolute accuracy is essential.
- To have previous experience working on an election either as a Poll Clerk or Presiding Officer.
- Must be able to attend a training/briefing session and follow instructions.