

JOB PROFILE

Poll Clerk

Overview

Reporting to	The Electoral Services team on behalf of the Returning Officer at Mid Sussex District Council.
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Main Purpose of the Role

- To assist the Presiding Officer with the effective and efficient running of the polling station.

Main Duties & Responsibilities

- Report to and comply with instructions from the Presiding Officer and Returning Officer.
- Maintain the integrity and secrecy of the ballot.
- Attend training sessions as required by Electoral Services.
- Assist with the layout of the polling station, the setup of equipment (which includes lifting equipment) and preparations for the opening of poll.
- Help the Presiding Officer to ensure the polling station is open promptly at 7am.
- Keep the polling station neat and tidy, maintaining awareness of health and safety of all staff and visitors at the polling station.
- Be polite and professional in dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers.
- Act impartially at all times.
- Follow the instructions given to use the iPads provided to process voters at the polling station. This includes ensuring that the iPads are properly charged and in working order throughout the day.
- Be responsible for processing voters at the polling station, checking their eligibility to vote and completing Voter ID checks.
- Escalate any instances to the Presiding Officer, where the elector's photographic ID raises reasonable doubt as to whether the person is who they claim to be or where there is reasonable suspicion of forgery.
- Issue ballot papers to voters accurately by ensuring that they are issued in numerical order and bear the official mark.
- Ensure that voters are able to cast their vote independently and in secret.
- Receive postal votes delivered by hand, ensuring compliance with regulations and completing the required paperwork to formally receipt these.
- Store postal votes in accordance with the instructions provided.
- Answer voters' questions, in a friendly and professional way.
- Be flexible in fulfilling the duties of Polling Station Stewards where required, to cover breaktimes in the polling station.
- Support disabled voters to use any special equipment or devices.
- Assist the Presiding Officer to complete necessary procedures after the close of poll, including dismantling the polling station and ensuring that the room is returned to good order.
- Assist with any other duties instructed by the Presiding Officer.

Please note the above is not an exhaustive list of duties and may be subject to change.



Working Hours

- You must be available to attend an in-person training session at the Mid Sussex District Council offices (approx. 2 ½ hours).
- Polling stations are open from 7:00am until 10:00pm; you will be required to arrive to setup equipment from 6:30am. You must be available for the full hours of poll. Staff are not permitted to leave the premises during polling hours and must bring their own refreshments. Please be aware that not all polling stations have kitchen facilities available, please take this into account when planning the meals and refreshments you intend to bring on the day.

Person Specification

	Essential	Desirable
Experience	Experience of working with the general public.	Previous experience of working at a polling station.
Skills / Personal Attributes	<p>Good administrative skills and attention to detail.</p> <p>Good communication skills and commitment to customer care.</p> <p>Diplomacy and tact when working with members of the public.</p> <p>Punctual and reliable.</p> <p>Able to undertake training.</p> <p>Confidence and willingness to use an iPad to operate the polling station.</p> <p>Ability to carry out work as instructed accurately and to remain calm while working under pressure.</p> <p>Ability to remain politically neutral.</p> <p>A team player and flexible attitude.</p> <p>Good personal presentation.</p>	
Other	<p>You must not be employed by, or act on behalf of, any candidate or political party during an election, whether paid or unpaid.</p> <p>You must not have any relations to or with any prospective candidate at an election. This includes any close relationships, such as family relationships or a partner.</p>	

	<p>You must not subscribe to a candidate's nomination form at an election.</p> <p>Must not have been convicted of an offence under Electoral Legislation.</p> <p>Be prepared to work unsociable hours.</p> <p>Acceptance of waiving the Working Time Directive for the period of employment.</p> <p>Agree to comply with secrecy requirements.</p>	
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Special Conditions

- You must wear politically neutral clothing when working on an election.
- You must not be employed by, or act on behalf of, any candidate or political party during an election, whether paid or unpaid.
- You must not have any relations to or with any prospective candidate at an election. This includes any close relationships, such as family relationships or a partner.
- You must not subscribe to a candidate's nomination form at an election.
- Please be aware that as a Poll Clerk, your contact information will be shared with your respective Polling Station Team and our Polling Station Inspectors.

Rates of Pay

- The rate of pay for this role varies depending on the type of election.
- Pay rates are reviewed annually, and your rate of pay will be confirmed as part of your appointment letter.