

## **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, where applicable, Polling Station Steward(s).
- Be responsible for organising the work of Poll Clerk(s) and Polling Station Steward(s).

### **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 Clerk(s), and, where applicable, the Polling Station Steward(s) 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.
- To facilitate the introduction of the Elections Act 2022, including Voter ID.

### **Working Hours**

- **You must be available for the full day of poll.**
- **You must also be available to attend a training session prior to polling day.**
- 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.

### **Rate of Pay (subject to statutory deduction where applicable)**

Description of duty	Gross Amount
Presiding Officer	£280.00
Training Payment	£40.00

Mileage will be collected on the day of poll, please include your mileage for the training session you attend in this calculation. Travelling expenses will be calculated separately at the non-taxable rate of 45p per mile and is limited to 80 miles per day.