

JOB PROFILE

Postal Vote Assistant

Overview

Reporting to

The Electoral Services Team on behalf of the Returning Officer at Mid Sussex District Council.

Main Purpose of the Role

- Comply with any instructions from the Returning Officer.
- To ensure that returned postal votes are opened, checked and verified in a secure manner (votes for candidates **are not** counted as part of this process).
- Act impartially at all times and respect the confidentiality of material handled.
- Refrain from engaging in conversations with candidates or agents.
- To maintain the integrity and secrecy of postal vote opening sessions and comply with secrecy requirements.

Main Duties & Responsibilities

- Report to and comply with instructions from the Returning Officer and Postal Vote Opening Session Manager.
- Work as part of a team.
- Sort and count returned postal vote envelopes.
- Open and match postal voting statements to ballot envelopes.
- Verify postal voting statements using an electronic system.
- Verify ballot papers using an electronic system.
- Refrain from engaging in conversations with candidates or agents.
- Assist with any additional duties where appropriate.
- To maintain the integrity and secrecy of postal vote opening sessions and comply with secrecy requirements.

Working Hours

- Postal vote opening sessions take place over a number of full/half days leading up to the election. Sessions may be extended or curtailed subject to the requirements of the service.
- Sessions typically take place between 9am and 5pm on weekdays (Monday to Friday). However, late-night working may be required where appropriate, so flexibility with working hours is essential.
- Once arrangements have been confirmed, interested applicants will be contacted with further information about the sessions to confirm their availability.
- Priority will be given to applicants who are available to work all, or most of the sessions.
- Sessions typically take place at Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS. Confirmation of the location of sessions will be confirmed within appointment letters.
- You must provide your own refreshments (including lunch).

Person Specification		
	Essential	Desirable
Knowledge		
Experience		
Skills / Personal Attributes	Good numeracy skills and attention to detail. Ability to handle, sort and process large volumes of confidential papers. Excellent communication skills. Good personal presentation. Ability to work effectively as part of a team, and possess a flexible attitude to the role. Punctual and reliable. Ability to remain politically neutral. Ability to carry out work as instructed accurately and to remain calm while working under pressure.	
Other	Must not have been convicted of an offence under Electoral Legislation.	

Special Conditions
- You must wear politically neutral clothing when working on an election. - Many election roles involve long working hours, which can exceed the limits set out in the Working Time Regulations 1998. Due to the nature of these roles, it may be difficult or not possible to take breaks as normal. Some roles may also include continuous or late-night working. To undertake these roles, you must consent to working in excess of the normal working hours directive and acknowledge that rest breaks may be delayed or adjusted where appropriate. - You must comply with secrecy requirements provided to you as part of your appointment letter. - 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 paper at an election. - Please note that the contact information of interested staff will be shared with the Postal Vote Opening Session Manager, who will reach out to you before your appointment to confirm availability and arrangements.

Rates of Pay

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

The above profile is intended to describe the general nature and level of work required. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be subject to regular review, and the Returning Officer reserves the right to amend or add to the accountabilities listed.