

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 comply with any instructions from the Returning Officer.
- To take charge of the management of the polling station and be accountable for the operation of poll.
- To instruct and supervise the work of the Poll Clerk(s) and, where applicable, the Polling Station Steward(s) you are working with.
- To ensure that all voters are treated impartially and with respect.
- To maintain the integrity and secrecy of the ballot and comply with secrecy requirements.

Main Duties & Responsibilities

Before Polling Day:

- Undertake any training sessions required by the Electoral Services Team.
- Liaise with the contact person for the designated polling station prior to polling day to arrange and confirm the arrangements for the opening and closing of the building.
- Visit the polling station at least once before polling day to check that all arrangements are in place, including access to kitchen facilities (if available) and toilets.
- Make contact with Poll Clerk(s) and, if applicable, Polling Station Stewards at least once before polling day to confirm polling arrangements.
- In situations where you are appointed to work at a location, where multiple polling stations are operating, make contact with the other Presiding Officer(s).
- Collect the ballot box, polling booth, and other election equipment before polling day (on a date confirmed by the Electoral Services Team) and keep it secure until poll.

On Polling Day:

- Transport election equipment, including the ballot box, ballot papers and all assigned paperwork to the polling station.
- Set up and arrange the polling station layout, including lifting and positioning equipment. Layouts must take into consideration all voter's needs, including those with accessibility requirements.
- Ensure that all signage, instructions and equipment are setup in accordance with instructions provided and remain visible and in place throughout the day (where applicable).
- Log into the iPad before 7am and ensure that it is setup and remains on charge and active throughout the day.
- Ensure the polling station is open promptly at 7am.
- Instruct and supervise the work of the Poll Clerk(s) and, where applicable, the Polling Station Steward(s) you are working with throughout the day.
- Keep the polling station neat and tidy.
- Supervise the use of iPads to process voters at the polling station. This includes ensuring that the iPads remain on charge and in working order throughout the day.
- Ensure that voter ID is asked for and checked prior to ballot papers being issued.
- Oversee voter ID checks, including helping electors understand that voter ID is required, advising on acceptable forms of ID and dealing with any enquiries or discrepancies which may arise when completing these checks.
- Facilitate private voter ID checks where required.

- Oversee the issuing of ballot papers. You must account for, and be responsible for all ballot papers, issued and un-issued. This includes ensuring that they are issued in numerical order and bear the official mark.
- Refuse to issue ballot papers where you do not consider the ID is a good likeness, a forgery, where no acceptable form of ID is presented or where the person is not eligible to vote.
- Ensure that voters are able cast their votes in secret and place them into the correct ballot box.
- Be mindful of any access/disability issues at the polling station and provide assistance to voters where appropriate, to enable them to vote.
- Receive postal votes delivered by hand, ensuring compliance with regulations and complete the required paperwork to formally receipt these.
- Store postal votes in accordance with the instructions provided, handing over the relevant postal vote packet to Polling Station Inspectors at regular intervals throughout the day, and to the Returning Officer and staff.
- Manage the attendance of those entitled to be present in the polling station e.g. candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process.
- Monitor the activities of tellers outside the assigned polling place and ensure that the entrance to the polling station is not impeded at any time.
- Document any issues throughout the day in the Polling Station Logbook and contact the Electoral Services Team promptly to resolve issues where appropriate.
- Comply with any instructions from the Returning Officer.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Be responsible for health and safety at the polling station for all staff and visitors.

Close of Poll:

- Supervise the dismantling of the polling station and ensure the room is returned to good order.
- Accurately complete the ballot paper account and associated paperwork in accordance with instructions provided.
- Pack up all materials in accordance with instructions provided by the Returning Officer.
- Deliver the ballot box, polling booth, other equipment and associated paperwork the assigned drop off point, which will be provided to you by the Electoral Services Team.

Working Hours

- You must be available to attend an in-person training session at the Mid Sussex District Council offices (approx. 2 ½ hours).
- You must be available to visit your designated polling station prior to polling day to check all arrangements are in place and obtain key/access details.
- You must be available to collect your polling station equipment prior to polling day. Details of available date(s) and time(s) will be communicated prior to polling day.
- 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.

- At the close of poll, Presiding Officers are required to deliver their ballot box, polling booth and polling station equipment to the designated drop off point and must be flexible in this arrangement.

Person Specification		
	Essential	Desirable
Knowledge	A good understanding of the electoral process at a polling station.	
Experience	Experience of working with the general public.	Previous experience of working on an election as a Presiding Officer or as a Poll Clerk. Previous line management or supervisory experience.
Skills / Personal Attributes	Excellent communication skills. Good administrative skills and attention to detail. Good personal presentation and commitment to customer care. Diplomacy and tact when working with members of the public. 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. Confidence and willingness to use an iPad to operate the polling station.	
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. - You must have use of a car to transport polling station equipment. - You must have a mobile phone which remains switched on throughout polling day. - You must be physically fit and able to lift and transport your ballot box(es), polling booth(s) and other polling station equipment. - 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 be aware that Presiding Officer's contact information will be shared with their respective Polling Station Team and our Polling Station Inspectors.

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.