

## **Polling Jobs – includes:**

<b>Presiding Officer</b>	<b>Reserve Presiding Officer</b>
<b>Poll Clerk</b>	<b>Polling Station Inspector</b>
<b>Senior Polling Station Inspector</b>	<b>Ballot Box Collector Assistant</b>
<b>Ballot Paper Checker</b>	<b>Ballot Box Prep Assistant</b>
<b>Ballot Box Mover Assistant</b>	

### **Presiding Officer**

You will be employed as a Presiding Officer and have responsibility for the transportation of the ballot box, completion of prescribed legal paperwork, providing instructions to your poll clerk(s) and maintaining the secrecy of the ballot at all times during your appointment. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Good communication and reading skills*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Working under pressure*
- ✓ *Maintaining accuracy*
- ✓ *Be professional*
- ✓ *Take responsibility for maintaining the secrecy of the ballot at all times*
- ✓ *Give clear instructions*
- ✓ *Mathematically competent*
- ✓ *Work well as part of a team*
- ✓ *Understand the role of a Poll Clerk, including explaining the process to staff*
- ✓ *Able to drive and have own transport to collect and return bulky equipment*

### **Reserve Presiding Officer**

If required, you will be employed as a Presiding Officer and have responsibility for the transportation of the ballot box, completion of prescribed legal paperwork, providing instructions to your poll clerk(s) and maintaining the secrecy of the ballot at all times during your appointment. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

You must be available to work from 6.30am – 10pm on polling day.

*The required skills for this role are:*

- ✓ *Good communication and reading skills*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Work under pressure*
- ✓ *Maintaining accuracy*
- ✓ *Be professional*
- ✓ *Take responsibility for maintaining the secrecy of the ballot at all times*

- ✓ *Give clear instructions*
- ✓ *Mathematically competent*
- ✓ *Work well as part of a team*
- ✓ *Understand the role of a Poll Clerk, including explaining the process to staff*
- ✓ *Able to drive and have own transport to collect and return bulky equipment*

### **Poll Clerk**

You will be employed as a Poll Clerk and will work with a Presiding Officer. You are the first point of contact for electors wishing to vote. You will welcome electors to the polling station, find them on the Electoral Register and issue ballot papers. You will assist the Presiding Officer in setting up and closing down the polling station. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Good communication and reading skills*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Work under pressure*
- ✓ *Maintaining accuracy*
- ✓ *Accurately read and mark documents and fold ballot papers*
- ✓ *Be professional*
- ✓ *Work well as part of a team*
- ✓ *Follow instructions given by your Presiding Officer*
- ✓ *Be able to relocate across Bristol to other polling station at short notice, if required*

### **Polling Station Inspector**

You will be employed as a Polling Station Inspector. Your role is to supervise your allocated Presiding Officers to ensure that their polling stations are being managed as advised. You will make regular visits to each of your stations and provide telephone and face to face support to each of your Presiding Officers. You will ensure that the requirements for completing the prescribed legal paperwork is understood and offer assistance/training if required. You will provide details of emergency proxy information and clerical errors to your Presiding Officers as well as communicating with the Senior Polling Station inspector to advise of any concerns throughout the day. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Good communication and management skills including phone use*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Be professional*
- ✓ *Take responsibility for ensuring that the secrecy of the ballot is maintained at all times*
- ✓ *Able to multi-task and deal with conflicting priorities across multiple venues*

- ✓ *Give clear instructions*
- ✓ *Mathematically competent*
- ✓ *Understand the role of the Presiding Officer and Poll Clerk, including explaining the process to staff*
- ✓ *Able to drive and have own transport to collect and return bulky equipment*

### **Senior Polling Station Inspector**

You will be employed as a Senior Polling Station Inspector based in the electoral services office building. Your role is to communicate with the Polling Station Inspectors and provide the assistance they require to carry out their roles. You will keep a log of all calls and incidents throughout the day and communicate any issues/concerns with the senior elections team. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Good communication and management skills including phone use*
- ✓ *Be professional*
- ✓ *Able to multi-task and deal with conflicting priorities across multiple venues*
- ✓ *Give clear instructions*
- ✓ *Understand the role of the Polling Station Inspector, Presiding Officer and Poll Clerk, including explaining the process to staff*
- ✓ *Work under pressure*

### **Ballot Box Collection Assistant**

You will be employed as a Ballot Box Collection Assistant. You will work as part of a team and will welcome Presiding Officers coming to collect their ballot box and sundries prior to polling day. You will be required to check in each Presiding Officer and make sure they leave with the correct ballot box for their polling station. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Good communication and reading skills*
- ✓ *Fit and capable of handling high volumes of potentially heavy items of equipment*
- ✓ *Work under pressure*
- ✓ *Maintaining accuracy*
- ✓ *Be professional*
- ✓ *Follow instructions*
- ✓ *Work well as part of a team*

### **Ballot Paper Checker**

You will be employed as a Ballot Paper Checker. Your role is to check that the ballot

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papers printed for the election are correct. You will be required to check for print quality and number sequencing. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Fit and capable of handling high volumes of potentially heavy items of equipment*
- ✓ *Methodical and accurate*
- ✓ *Follow instructions*
- ✓ *Mathematically competent*
- ✓ *Good reading skills*
- ✓ *Dexterous handling of ballot papers*

### **Ballot Box Prep Assistant**

You will be employed as a Ballot Box Prep Assistant. Your role is to set up and prepare each ballot box with the correct equipment and stationery prior to the collection of the ballot boxes by Presiding Officers. You will work closely with a senior officer in electoral services who will provide you with instructions. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Fit and capable of handling high volumes of potentially heavy items of equipment*
- ✓ *Methodical and accurate*
- ✓ *Follow instructions*
- ✓ *Mathematically competent*
- ✓ *Work under pressure*
- ✓ *Good communication and reading skills*
- ✓ *Dexterous handling of paper and equipment*

### **Ballot Box Mover Assistant**

You will be employed as a Ballot Box Mover Assistant. Your role is to work within a team to move all completed ballot boxes and equipment for each polling station to a location for Presiding Officers to collect. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Fit and capable of handling high volumes of potentially heavy items of equipment*
- ✓ *Follow instructions*
- ✓ *Good communication skills*

✓ *Work well as part of a team*