

Verification Jobs to include:

Venue Clear Down Supervisor	Table Supervisor – Verification
Runner – PV	Runner – BPA
Ballot Validation Officer (BVO)	BVO Directional Assistant
BVO Transit Case Controller	Ballot Validation Officer (BVO) – Supervisor
Section Control Manager – Verification	Section Control Officer – Verification
Section Control Assistant – Verification	Counting Assistant - Verification
Porter	Parking Attendant

Count Jobs to include:

Table Supervisor	Count Assistant
Section Control Manager – Count	Section Control Officer – Count
Section Control Assistant - Count	

Venue Clear Down Supervisor

You will be employed as a Venue Clear Down Supervisor. Your role is to work as the link between the Logistics Supervisor, the staff working in the Ballot Validation area (BVO) and the count sections. 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*
- ✓ *Supervisory management skills*
- ✓ *Be professional*
- ✓ *Give clear instructions*
- ✓ *Work well as part of a team*
- ✓ *Mathematically competent*
- ✓ *Understand the role of BVO including explaining the process to staff*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Able to multi-task*
- ✓ *Work under pressure*

Table Supervisor – Verification

You will be employed as Table Supervisor – Verification. You will work in a team of two or three and your role is to be responsible for opening the ballot boxes and distributing the ballot papers across your team of counters. You are required to instruct your team to count ensuring you accurately record the total figure. 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*
- ✓ *Supervisory management skills*
- ✓ *Be professional*
- ✓ *Give clear instructions*
- ✓ *Work well as part of a team*
- ✓ *Mathematically competent*
- ✓ *Understand the role of Count Assistant including explaining the process to staff*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Work under pressure*

Runner – PV

You will be employed as Runner – PV. You will be responsible for the collection of specific envelopes from the Ballot Validation Officer's (BVO) table and delivering them to the BVO control table in the correct container. You are required to update the tick sheet on delivery of each packet. 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*
- ✓ *Be professional*
- ✓ *Work well as part of a team*
- ✓ *Understand the role of BVO*
- ✓ *Fit and capable of walking for at least 2 hours at speed*
- ✓ *Work under pressure*
- ✓ *Accurately read and mark documents*
- ✓ *Follow instructions from the Logistics Manager*

Runner – BPA

You will be employed as Runner – BPA. You will be responsible for the collection of a specific envelope from the Ballot Validation Officer's (BVO) table and delivering it promptly to the Section Control 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 reading skills*
- ✓ *Be professional*

- ✓ *Work well as part of a team*
- ✓ *Understand the role of BVO*
- ✓ *Fit and capable of walking for at least 2 hours at speed*
- ✓ *Work under pressure*
- ✓ *Follow instructions from the Logistics Manager*

Ballot Validation Officer (BVO)

You will be employed as a Ballot Validation Officer. Your role is to greet Presiding Officers on arrival and carry out preliminary checks on items returned before allowing any paperwork to move forward to the verification and count process. The focus of this role is accuracy and diligence. 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 reading and writing skills*
- ✓ *Be professional*
- ✓ *Understand the role of Presiding Officer*
- ✓ *Work under pressure*
- ✓ *Work well as part of a team*
- ✓ *Mathematically competent*
- ✓ *Accurately read and mark documents*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Follow instructions from the BVO supervisor and Logistics Manager*

BVO Directional Assistant

You will be employed as a BVO Directional Assistant. Your role is to work within a team to check in Presiding Officers upon arrival and direct them to a Ballot Validation Officer to carry out checks on the items they are returning. Once all Presiding Officers have been checked off your list you will be required to assist with the clear-down of the BVO area. 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 skills*
- ✓ *Be professional*
- ✓ *Understand the role of Ballot Validation Officer*
- ✓ *Work under pressure*
- ✓ *Work well as part of a team*
- ✓ *Accurately read and mark documents*
- ✓ *Fit and capable of handling potentially heavy items of equipment*

- ✓ *Follow instructions from the BVO supervisor and Venue Cleardown Supervisor*

BVO Transit Case Controller

You will be employed as a Transit Case Controller. Your role is to collect the transit case from the BVO table, take to the transit case storage area, carefully check each pocket on the transit case to ensure empty, collapse the case and stack ready for removal. Once all Presiding Officers have been through the ballot validation area you will be required to assist with the cleardown of the BVO area. 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 skills*
- ✓ *Be professional*
- ✓ *Understand the role of Ballot Validation Officer*
- ✓ *Work under pressure*
- ✓ *Work well as part of a team*
- ✓ *Fit and capable of handling high volumes of potentially heavy items of equipment*
- ✓ *Fit and capable of walking for at least 2 hours at speed.*
- ✓ *Follow instructions from the BVO supervisor and Venue Cleardown Supervisor*

Ballot Validation Officer (BVO) - Supervisor

You will be employed as a Ballot Verification Officer – Supervisor. Your role will be to supervise a team of Ballot Validation Officers who receive the items from the Presiding Officers after close of poll. Your role supports and troubleshoots any issues to avoid there being any delay in checking Presiding Officers in. 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 with reading and writing skills*
- ✓ *Be professional*
- ✓ *Understand the role of Ballot Validation Officer including explaining the process to staff*
- ✓ *Work under pressure and understand the importance of getting Presiding Officers seen to efficiently*
- ✓ *Work well as part of a team*
- ✓ *Mathematically competent*
- ✓ *Accurately read and mark documents*
- ✓ *Fit and capable of handling potentially heavy items of equipment*

- ✓ *Follow instructions from the Logistics Manager*

Section Control Manager – Verification

You will be employed as a Section Manager – Verification. Your role will involve managing a section control team to oversee the overall processes, be responsible for the whole sections wellbeing and forward moving, as well as dealing with complex queries and liaison with central control and senior count staff. You must be political 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*
- ✓ *Be professional and make decisions*
- ✓ *Able to multi-task and deal with conflict*
- ✓ *Give clear instructions*
- ✓ *Understand the role of the Section Control Officers and Section Control Assistants and Table Supervisors including explaining the process to staff*
- ✓ *Work under pressure*
- ✓ *Mathematically competent*
- ✓ *Accurately read and mark documents*

Section Control Officer – Verification

You will be employed as a Section Control Officer - Verification. Your role will involve using excel spreadsheets to record totals. You will be required to consolidate figures and produce documents that allow the flow of information to progress the verification and produce section based totals and printed documents. You must be political 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*
- ✓ *Be professional and confident*
- ✓ *Able to multi-task*
- ✓ *Give clear instructions*
- ✓ *Understand the role of the Section Control Manager and Section Control Assistants and Table Supervisors including explaining the process to staff*
- ✓ *Work under pressure*
- ✓ *Mathematically competent with an advanced knowledge of Microsoft Excel*
- ✓ *Accurately read and mark documents*

Section Control Assistant - Verification

You will be employed as a Section Control Assistant - Verification. Your role will act as liaison with Table Supervisors, and work closely with the Section Control Officer. You must be political 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*
- ✓ *Be professional and confident*
- ✓ *Able to multi-task*
- ✓ *Understand the role of the Section Control Officer and Table Supervisors including explaining the process to staff*
- ✓ *Work under pressure*
- ✓ *Mathematically competent with knowledge of Microsoft Excel*
- ✓ *Accurately read and mark documents*

Counting Assistant - Verification

You will be employed as a Counting Assistant – Verification. Your role will be checking that the number of ballot papers contained in a ballot box is as expected and matches the number previously provided by the polling stations Presiding Officer. Your table supervisor will instruct you on the process to follow. You must be political 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*
- ✓ *Be professional*
- ✓ *Understand the role of the Table Supervisor*
- ✓ *Work under pressure*
- ✓ *Mathematically competent*
- ✓ *Accurately read and mark documents*
- ✓ *Work well as part of a team*
- ✓ *Take responsibility for maintaining the secrecy of the ballot at all times*
- ✓ *Maintain accuracy*

Porter

You will be employed as a Porter. Your role will be to work within a team to assist the Logistics Supervisor set up the venue and the Presiding Officers when they arrive at the venue to drop of their ballot box and equipment from their polling stations. You will also be responsible for assisting in packing away equipment at the end of the evening. You must be political 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 listening skills*
- ✓ *Work under pressure*
- ✓ *Work well as part of a team*
- ✓ *Fit and capable of handling high volumes of potentially heavy items of equipment*
- ✓ *Follow instructions from the Logistics Supervisor*
- ✓ *Work inside and outside of the count venue*

Parking Attendant

You will be employed as a Parking Attendant. Your role is to be responsible for the smooth movement of traffic in and around the venue. You will be required to direct staff and visitors to their designated parking area. Presiding Officer dropping off ballot boxes will be required to be directed to a queuing system for the ballot box drop off point. You must be political 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 communicator*
- ✓ *Work under pressure*
- ✓ *Work well as part of a team*
- ✓ *Be professional and confident*
- ✓ *Fit and capable of being outside in all weather for potentially 2 hrs*
- ✓ *Follow instructions from the Logistics Supervisor and the Parking Attendant Supervisor*

Count Jobs

Table Supervisor

You will be employed as Table Supervisor. You will work in a team of two or three and your role is responsible for opening the ballot boxes and distributing the ballot papers across your team of counters. You are required to instruct your team to count ensuring you accurately record the total figure. You are responsible for receipting doubtful ballot papers to the Section Control Officers. You must be political 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*
- ✓ *Supervisory management skills*
- ✓ *Be professional*
- ✓ *Give clear instructions*
- ✓ *Work well as part of a team*
- ✓ *Mathematically competent*
- ✓ *Understand the role of Count Assistant including explaining the process to staff*
- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Work under pressure*

Count Assistant

You will be employed as a counter. You will be required to check that ballot papers have been completed correctly by the voter and place the ballot papers into piles for each candidate. At each stage you will put ballot papers into bundles of ten and ensure no mistakes occur with the bundles. Elections may be won or lost by a single vote. Accuracy of counting is paramount. You must be political 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:

- ✓ *Accuracy and attention to detail*
- ✓ *Speed*
- ✓ *Able to follow instructions*
- ✓ *Dexterous handling of paper*
- ✓ *Good numeracy skills*
- ✓ *Good communication*
- ✓ *Be professional*
- ✓ *Understand the role of the Table Supervisor*
- ✓ *Work under pressure*
- ✓ *Work well as part of a team*
- ✓ *Take responsibility for maintaining the secrecy of the ballot at all times*

Section Manager - Count

You will be employed as a Section Manager at the count. Your role will involve managing a section control team to oversee the overall processes, be responsible for the whole sections wellbeing and forward moving, as well as dealing with complex queries, adjudication on doubtful ballot papers and liaison with central control and senior count staff. You must be political 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*
- ✓ *Be professional and make decisions*
- ✓ *Able to multi-task and deal with conflict*
- ✓ *Give clear instructions*
- ✓ *Understand the role of the Section Control Officers and Section Control Assistants and Table Supervisors including explaining the process to staff*
- ✓ *Work under pressure*
- ✓ *Mathematically competent*
- ✓ *Accurately read and mark documents*
- ✓ *Assist the Deputy Returning Officer in adjudicating on doubtful ballot papers demonstrating to observers the decision made on whether to accept or reject.*

Section Control Officer - Count

You will be employed as a Section Control Officer at the count. Your role will involve using excel spreadsheets to record totals. You will be required to consolidate figures and produce documents that allow the flow of information to progress the verification and produce section based totals and printed documents. You must be political 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*
- ✓ *Be professional and confident*
- ✓ *Able to multi-task*
- ✓ *Give clear instructions*
- ✓ *Understand the role of the Section Control Manager and Section Control Assistants and Table Supervisors including explaining the process to staff*
- ✓ *Work under pressure*
- ✓ *Mathematically competent with an advanced knowledge of Microsoft Excel*
- ✓ *Accurately read and mark documents*

Section Control Assistant

You will be employed as a Section Control Assistant at the count. Your role will act as liaison with Table Supervisors, and work closely with the Section Control Officer. You are required to collect doubtful ballot papers from Table Supervisor and provide a receipt for the number of ballots you removed from that table. You must be political 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*
- ✓ *Be professional and confident*
- ✓ *Able to multi-task*
- ✓ *Understand the role of the Section Control Officer and Table Supervisors including explaining the process to staff*
- ✓ *Work under pressure*
- ✓ *Mathematically competent with knowledge of Microsoft Excel*
- ✓ *Accurately read and mark documents*