



Electoral Services Election Staff

Job Description

Presiding Officer

The polling station team

The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Polling Stations are open from 7.00 a.m. until 10.00 p.m. On polling day, staff are required to arrive at the polling station sufficiently early to set up the equipment in time for opening. In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff should not leave the premises during polling hours.

The Presiding Officer

Presiding Officers are responsible for the conduct of the ballot in the polling stations and they must have a good knowledge of the voting procedures.

The Role:

- Comply with any instructions from the Returning Officer.
- To take charge of the polling station and organize its proper management.
- To ensure that all electors are treated impartially and with respect.
- To maintain the secrecy of the ballot
- To supervise the Poll Clerk(s) at the polling station.

Duties:

Before Polling Day:

- Where applicable, attend training sessions and briefings provided by the electoral services office.

- Liaise with contact person for designated polling station well before polling day to confirm arrangements for key collection/opening and closing the building.
- Visit the polling station to ensure polling day arrangements are in place.
- In a multiple polling station, make contact with other presiding officer(s) and liaise concerning proper arrangements.
- Make contact with poll clerk(s) to check travel arrangements to and from polling station and to brief poll clerks on the necessary procedures.
- Collect the ballot box and check contents on collection before the poll and keep secure.

Polling Day

- Transport ballot box and contents to polling station.
- Erect polling booths. This involves some lifting.
- Organise the layout of the polling station taking all voter needs into account.
- Supervise duties of Poll Clerks in setting up the polling station.
- Be aware of access issues at the polling station.
- Be responsible for health and safety at the polling station for all staff and visitors.
- Ensure the polling station is opened on time.
- Ensure that all signs and instructions are clear, visible and remain in place.
- Keep the polling station neat and tidy.
- Instruct and supervise the work of the poll clerk(s) at all time during the day.
- Account for, and be responsible for, all ballot papers, issued and un-issued.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists.
- Issue ballot papers to voters
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Provide assistance to voters where appropriate
- Receive postal votes delivered by hand.
- Manage the attendance of those entitled to be present in the polling station, eg candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Monitor the activities of tellers outside polling places

Close of Poll

- Manage arrangements for voting in relation to any queues at time of close of poll in accordance with guidance received.
- Ensure the polling station is closed on time.
- Supervise the dismantling of the polling station and ensure the building is returned to good order.

- Complete the ballot paper account and associated paperwork; pack up documents in accordance with instructions given by Returning Officer
- Deliver the Ballot Box and associated paperwork to the Count location as designated by the Returning Officer.
- You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during hours of poll.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

All staff will be required to sign their agreement to maintain the secrecy of the poll.

Payment

Payment will be made by the Council's Payroll to the designated bank account.

The pay rate for this post is currently £205.00

Training - £35.00

Updated: September 2019

This information is provided for guidance only and may be subject to change without notice.