

# JOB DESCRIPTION

<b>Post Title:</b>	<b>Postal Vote Opener</b>
<b>Salary Grade:</b>	TBC- dependent upon election type
<b>Contract Type:</b>	Temporary
<b>Allowances:</b>	Standard Casual User mileage rate, travel & subsistence
<b>Workbase Location:</b>	The Council House or a Count venue within the Malvern Hills District
<b>Department / Service:</b>	Electoral Services
<b>Responsible to:</b>	Returning Officer
<b>Responsible for:</b>	None

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## **Main Purpose/Scope Of The Job**

The purpose of the postal vote opening process is to ensure that returned postal votes are opened, checked and the overall number of ballot papers counted in a secure manner. Votes for candidates are not counted as part of this process.

Teams of Postal Vote Opening Clerks are employed to work during the 10 weekdays leading up to Election Day, on dates and times as designated by the Returning Officer.

## **Key tasks/Accountabilities**

- Sort, check and process returned postal voting packs
- Work whilst being observed by candidates and agents
- Act impartially at all times
- Maintain the secrecy of the ballot at all times

## **Other duties**

The post holder will be expected to:

- act in an efficient and professional manner at all times
- remain politically neutral and avoid any conversations of a political or controversial nature
- Wear neutral coloured clothing
- Read and agree to the terms of the statement of secrecy
- exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information

- have a flexible approach to the work required to be undertaken, to assist other staff if necessary
- have a flexible approach to working, hours may change dependent upon the number of postal votes returned
- undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general responsibility.

The Returning Officer reserves the right to vary the content of this job description, after consultation with the post holder, to reflect changes to the job without changing the general character or the level of responsibility.

**The post holder will be expected to evidence appropriate levels of competence in the following areas:**

- Effective utilisation of resources
- Safety and risk management
- Working with people
- Respect for people
- Communication skills
- Numeracy

# PERSON SPECIFICATION

**Job Title:** Count Supervisor

**Service Unit:** Electoral Services

Requirements	<u>ESSENTIAL</u>		<u>DESIRABLE</u>	
<p><b>1. Personal Skills</b> <i>eg. interpersonal, planning, organising, communication, learning, leadership</i></p>	<p>Good communication skills</p> <p>Able to work as part of a team</p> <p>Flexible approach to work</p> <p>Able to follow instruction and direction accurately</p> <p>Willing to use our online/email recruitment system</p> <p>Accuracy and attention to detail</p>		<p>Understanding of the postal vote process</p>	
<p><b>2. Experience</b> <i>eg. previous types of jobs, teamwork</i></p>			<p>Previous experience of elections work</p>	
<p><b>3. Knowledge</b> <i>eg. computer literacy, ability to work with stats or reports</i></p>	<p>Numeracy skills</p>			
<p><b>4. Special Requirements</b> <i>eg. unsociable hours, driving licence, commitment to equal opportunities</i></p>	<p>The requirements for secrecy must be maintained at all times</p>			

<b>5. Education</b> <i>eg. qualifications, professional &amp; specialised training, technical skills</i>	Good general level of education			
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Indicate how this will be assessed:-				
<b>Application Form</b>	<b>A</b>	<b>Practical Test</b>	<b>T</b>	<b>References</b>
<b>Interview</b>	<b>I</b>	<b>Presentation</b>	<b>P</b>	<b>Evidence of Qualifications</b>
				<b>R</b>
				<b>Q</b>