

JOB DESCRIPTION

Job Title: Presiding Officer

Section/Department: Electoral Services

Responsible To: Elections and Land Charges Team Leader

Purpose of the Post

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.

Polling stations are open from 07.00 – 22.00. On election day, Presiding Officers are required to arrive at the polling station by 06.30 to set up the equipment. Presiding Officers are not permitted to leave the premises during polling hours in order to maintain the secrecy of the vote. You must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness.

Main Responsibilities

- Comply with any instructions from the Returning Officer.
- To take charge of a polling station.
- 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
- Complete polling station paperwork.

Before Election Day

- Attend training sessions and briefings provided by the Electoral Services Team.
- Liaise with key-holder for designated polling station before election day to confirm arrangements for key collection/opening and closing the building.
- In a multiple polling station, make contact with other Presiding Officer(s).
- Make contact with Poll Clerk(s) to check travel arrangements to and from polling station.
- Collect the ballot box with contents and polling screen(s) before the Poll and keep secure.

Election Day

- Transport ballot box with contents and polling screen to polling station.
- Assist with the erection of the polling screen(s). (This involves some lifting.)
- Organise the layout of the polling station taking all voter needs into account.
- 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)
- 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.
- Determine electors eligibility and issue ballot papers as required.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Receive postal votes delivered by hand.

- 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.
- 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 station

Close of Poll

- 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 in accordance with instructions given by Returning Officer.
- Secure or arrange the securing of the polling station premises.
- Deliver the Ballot Box and associated paperwork to the Count location as designated by the Returning Officer.

You may be required to perform additional duties not listed above which are appropriate to your role and experience to ensure the smooth running of the election process. Job descriptions can be amended at the organisations discretion to ensure service needs are met.

PERSON SPECIFICATION – PRESIDING OFFICER

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none">• A basic understanding of the election process.• To have worked previously as a Poll Clerk on at least two occasions.	<ul style="list-style-type: none">• Experience in a range of elections eg local, Parliamentary or European.
SKILLS/PERSONAL ATTRIBUTES	
<ul style="list-style-type: none">• Excellent communication skills and the ability to explain procedures to a variety of people.• High level of personal presentation and professional manner.• A commitment to customer care.• Good administration skills and attention to detail.• A team player and flexible attitude.• Calm under pressure.• Punctual and reliable.	<ul style="list-style-type: none">• Ability to lift polling booths/ballot boxes etc.
OTHER	
<ul style="list-style-type: none">• Must not have worked in support of a political party/candidate at the election, whether paid or unpaid.• Be willing to attend training/briefing sessions as required.• Must not have been convicted of an offence under Electoral Legislation.• Acceptance of Waiving of Working Time Directive for period of employment.	<ul style="list-style-type: none">• Use of car able to carry two or more ballot boxes.• Use of car able to carry portable polling booth.