

**Electoral Services**

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| **Job Description****Duties and Responsibilities** |
| **Presiding Officer** |
| Reports to | Polling Station InspectorReturning OfficerElectoral Services Manager |
| Days of Work | Election Day plus 4 hours |
| Hours of Work | 6.00am – 11.00pm  |
| Fee | See appointment letter |
| Purpose of the Job | * Presiding Officers are responsible for the conduct of the ballot in the polling station, and they must have a good knowledge of voting procedures.
* To check that electors present an acceptable form of photographic ID.
* To maintain the secrecy and security of the ballot and to be the face of an efficient and democratic election process.
* Comply with any instructions from the Returning Officer, Deputy Returning Officer or Polling Station Inspectors
* To take charge of a polling station and be responsible for the entirety of the voting process.
* 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.
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| Responsibilities and Duties | **Before Polling Day*** Complete training and attend briefings provided by the Returning Officer, either online or face to face.
* If necessary, liaise with contact person 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).
* Contact Poll Clerk(s) to check travel arrangements to and from polling station.
* Collect the ballot box and check the contents 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.
* 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 and closed 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, both issued and un-issued.
* Check and mark electors’ electoral numbers in the register of electors and on the corresponding number lists.
* Check that electors present an accepted form of photographic ID.
* Check an elector’s photographic ID in private if the elector requests it.
* Decide on whether to issue or refuse a ballot paper if photographic ID raises reasonable doubt as to whether the voter is the elector they claim to be or if it is a suspected forgery.
* Deciding to refuse a ballot paper to an elector who has not answered the prescribed questions satisfactory.
* Ensure that voters cast their votes in secret and put them into the correct ballot box (where appropriate).
* Maintain the prescribed records relating to the checking of photographic ID.
* Record a tally on the Voter Identification Evaluation Form (VIDEF) notes sheet where a voter produces a Voter Authority Certificate or an Elector Document, as their accepted form of ID.
* Provide assistance to voters with a disability when required.
* 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 and campaigners outside polling places.

**Close of Poll*** Ensure the polling station is closed on time.
* Complete the Ballot Paper Refusal List and Voter ID Evaluation Form.
* 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
* Deliver the ballot box, election materials and associated paperwork to the count location as designated by the Returning Officer
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| **Qualifications, Knowledge, Experience and Skills** |
|  | Essential | Desirable |
| 1. Experience of a range of elections such as Local, Parliamentary, referenda, etc
 | E |  |
| 1. To have worked previously as a poll clerk on at least 3 occasions or completed the Presiding Officer Training
 | E |  |
| 1. Excellent planning and organisational skills
 | E |  |
| 1. Excellent customer service and interpersonal skills
 | E |  |
| 1. A strong understanding of the election process including rules regarding voting procedures and receipt of postal votes
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| 1. Good administration skills and attention to detail
 | E |  |
| 1. Team player with a flexible attitude.
 | E |  |
| 1. Ability to work clam under pressure
 | E |  |
| 1. Full UK driving licence and access to a car on polling day
 | E |  |
| 1. Experience of working in a polling station
 |  | D |
| 1. Ability to remain politically neutral
 | E |  |
| 1. Punctual and reliable
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| 1. Able to lift Polling booths / ballot boxes, etc
 |  | D |

**General**

* You will be working a 17-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 the day (other than in an absolute emergency).
* 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 read and agree to the terms of the Statement of Secrecy.
* All staff will be paid direct into their designated bank account on the 15th of the month following the date of the election. Full details will be included in the Job Appointment.