

JOB DESCRIPTION

JOB TITLE: COUNT TABLE SUPERVISOR

Accountable to: RETURNING OFFICER

Purpose of Job: To supervise a team of count assistants ensuring that the ballots are verified and agree with the ballot paper account, and to supervise the counting of the votes for each candidate in the election.

Principal Accountabilities:

Before Election Day

1. Accept your appointment and read and agree to the terms of the Requirements of Secrecy.
2. Attend any training session and briefings provided by Electoral Services.
3. Agree to the terms of the Statement of Secrecy.
4. Provide documentary evidence to Electoral Services of your eligibility to work in the UK, if not provided in the past.
5. You must not be employed by or on behalf of any political party or candidate involved in this election, including in a voluntary/unpaid capacity. You must not sign a candidate's nomination papers.

During the Verification and Count

1. You will be required to be on duty at the times as outlined in your appointment letter – in the event that the verification and/or count takes longer than anticipated, you will be required to remain on duty until completion.
2. You will be responsible for briefing your Count Team, completing the team attendance list and organising your team's refreshment breaks ensuring that not all of them are away from the table at the same time.
3. You will be responsible for a team of Count Assistants who will, under your supervision:
 - (i) Follow the count procedure as instructed by Electoral Services;
 - (ii) Verify and Count the ballot papers into piles of 20/bundles of 100 papers and place into trays;
 - (iii) Place any doubtful papers in the basket on your table for a decision by the Returning Officer/Deputy Returning Officer.
4. You will be responsible for providing the verified figures to the Top Table and, once agreed, be responsible for conducting the count and for providing the Top Table with the numbers of votes cast for each candidate.
5. You will communicate with candidates, agents and/or observers where necessary.

6. You will be responsible, should it be required, for conducting re-counts and informing the Top Table of the results.
7. You will be required to assist with clearing the count hall after the Verification and/or Count has finished.

Payment

Payment will be made through the Council's payroll system into your bank account on the date as advised on your appointment letter, or as soon as is practicable after the election.

NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Health and Safety

Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

The Returning Officer bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Returning Officer opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age.

No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.