

Elections Staff - Job description

Postal Vote Opening Assistant	
Responsible to	Postal Vote Manager
Rate of pay	Hourly rate to be advised in appointment letter
Duration of role	<p>Temporary : this will usually be for up to 10 days</p> <ul style="list-style-type: none"> • Training – first morning • Day time opening session daily the week before and week of the election (up to 9 days) • Overnight opening on election night
Hours	<p>Start time will be confirmed in your appointment letter.</p> <p>Daily finish times will vary depending on volumes – you will be expected to remain until all processing is up to date, or when dismissed by the Postal Vote Manager.</p>
Location	Abbey House, Abbey Close, Abingdon
Employer	<p>Either:</p> <ul style="list-style-type: none"> Returning Officer (District and Parish Elections) Deputy Returning Officer (County Council Elections) Local Returning Officer (UK Parliamentary Elections) Counting Officer (Referendums)
DBS check required	No
Date job description updated	For May 2024

Purpose of the post

To be responsible for the opening of postal votes in accordance with the opening procedure and any instructions given to you by the Postal Vote Supervisors / Deputy Returning Officer for postal vote opening.

Summary of responsibilities and personal duties

- Collecting and counting the total incoming Postal Votes.
- Working in teams, you will be responsible for accurately and speedily opening and counting postal vote envelope 'B's allocated to you by the postal vote supervisors.
- Sorting any mismatched ballot paper envelope 'A's or postal voting statements.

- Completing the control sheet and returning to your supervisor.
- Opening and counting ballot paper envelope 'A's and completing the control sheet.
- Following any other instructions the postal vote supervisors may have.
- Maintaining the secrecy of the ballot.

Special Conditions

None.

Person specification

Experience

- None required, as training will be provided.

Skills/personal attributes

- Numerate
- Calm under pressure
- Accuracy and attention to detail
- Punctual and reliable
- Confidentiality
- Excellent team player

Essential requirements

- The post holder must not have helped or been employed in any way, either for or against, any candidate, election agent or political party involved with any election.
- The post holder must not have been convicted of an offence under electoral legislation.
- The post holder must accept and adhere to the terms of the Statement of Secrecy.
- In accordance with the Immigration, Asylum and Nationality Act 2006, the post holder must demonstrate that they are permitted to work in the UK (evidence will be required such as a passport showing that the post holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom).

Version Control

Reviewed for May 2024 SJB