

# Job Description

## Count Supervisor / Assistant Count Supervisor

<b>Team:</b>	Elections
<b>Responsible to:</b>	Deputy Returning Officer
<b>Salary:</b>	£12.20 per hour for assistant supervisor, and £14.92 per hour for count supervisor (+25% after 9pm/weekends)
<b>Location:</b>	Aldersley Leisure Village
<b>Working hours:</b>	Night – 9pm-3am
<b>(timings are approximate – varies depending on election)</b>	Day – 10am-4pm

---

### Job purpose and role

The count supervisor is responsible for leading a team of 10 – 12 count assistants to verify, sort and count ballot papers quickly but accurately whilst under pressure and under the observation of candidates and agents, and to prepare verification and count paperwork. The assistant supervisor is responsible for supporting the count supervisor and to keep the count going whilst the supervisor completes paperwork and checks doubtful ballot papers.

### Principal duties and responsibilities

- (1) Allocate contents of ballot box to Count Assistants.
- (2) Supervise the verification & counting of the number of ballot papers.
- (3) Agree figures with the Count Accountants.
- (4) Supervise re-counting of the contents if required.
- (5) Supervise the division of ballot papers into votes for individual candidates and counting them using the method designated by the Returning Officer.
- (6) Flick bundles of sorted votes to the Candidates and Agents double checking bundles if requested to do so.
- (7) Advise figures to the results co-ordination table.
- (8) Recount if required.
- (9) Supervising the Count Assistants to ensure efficient and effective team working to deliver accurate counting.

- (10) Must have read and agreed the terms of the Statement of Secrecy.
- (11) Once doubtful ballots have been adjudicated, and approved, ensure that they are added back into the remaining ballot papers to be counted.
- (12) Motivating your team to remain positive, efficient and accurate.
- (13) Attending a training session as specified by the Returning Officer.
- (14) Remain politically neutral.

## Person Specification Verification & Count Table Supervisor

<b>Qualifications, Knowledge, Experience &amp; Skills:</b>	<b>Essential/ Desirable</b>
<ul style="list-style-type: none"> <li>• Must have worked as a count assistant at least three times in order to be considered for assistant count supervisor.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Must have worked as an assistant count supervisor at least three times in order to be considered for count supervisor</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good communications skills and ability to follow strict instructions.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Excellent numeracy skills, accuracy and attention to detail.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good personal presentation and commitment to customer care.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Team player and flexible attitude.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Punctual and reliable and calm under pressure.</li> </ul>	E
<ul style="list-style-type: none"> <li>• The ability to handle and count large volumes of confidential papers whilst monitoring a number of other activities.</li> </ul>	E