

Job Description

Polling Station Inspector

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| Team: | Elections |
| Responsible to: | Returning Officer/Electoral Services Manager |
| Salary: | £260 + £30 training |
| Location: | Various locations across city |
| Working hours: | (6.30am - 10.15pm) |

Job purpose and role

Ensuring their Presiding Officers comply with all instructions issued by the Returning Officer. Visiting their Polling Stations regularly throughout the day reporting progress and any issues as required to support the Returning Officer and Electoral Services Office to monitor the election on an authority wide basis. Being the first point of contact for Presiding Officer queries/issues on the day.

Principal duties and responsibilities

- (1) Attend training sessions / briefings as required
- (2) Liaise with their assigned Presiding Officers prior to the election and provide individual briefings in advance of the poll.
- (3) Maintain contact with staff working in their Polling Stations to confirm arrangements and understanding of procedures in advance of the poll.
- (4) Call all Presiding Officers to establish that they are open on time.
- (5) Advise the Electoral Services Office immediately should there be a problem at the start of poll and attend to open up in the place of the Presiding Officer.
- (6) To inspect all assigned Polling Stations as soon as practicable to ensure that they properly arranged and that all staff appointed have reported for duty.
- (7) To ensure that Polling Stations remain open and accessible to voters throughout the day until the close of poll.
- (8) To periodically visit each Polling Station assigned through the course of polling day to ensure that the station is functioning correctly, staff are following the correct procedures as set out in guidance issued to them and to deal with any queries.
- (9) Ensure the health and safety of all staff and visitors at all Polling Stations.
- (10) Ensure that the attendance of those entitled to be present in the Polling Station,

e.g. candidates, agents, representatives of the Electoral Commission and observers, is being managed effectively and that they do not interfere with the voting process.

- (11) To ensure the rules regarding the activity of tellers at Polling Stations are followed.
- (12) To securely transport any postal votes that have been handed in at the assigned Polling Stations during polling day and to deliver them in accordance with the instruction outlined at your training session.
- (13) To have full working knowledge of the close of poll procedures including packaging up and completing paperwork to ensure Presiding Officers undertake all tasks accurately and in a timely manner.
- (14) To ensure the secrecy of the ballot at all times.
- (15) Responsible for ensuring that Presiding Officers follow all directions from the Returning Officer.
- (16) Working following the Polling Station procedures and EC Guidance.
- (17) Overseeing and advising the POs ensuring a consistent approach to the process and that all POs are following the ROs guidance.
- (18) Notifying the RO of any issues as they arise.
- (19) Must have read and agreed the terms of the Statement of Secrecy.

Person Specification Polling Station Inspector

| Qualification, Knowledge, Experience and Skills: | Essential/ Desirable |
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| <ul style="list-style-type: none"> • Must have worked as a Presiding Officer at least three times to be considered for the role of Polling Station Inspector | E |
| <ul style="list-style-type: none"> • Excellent planning and organisation skills. | E |
| <ul style="list-style-type: none"> • People management skills including the directing of staff and monitoring performance. | E |
| <ul style="list-style-type: none"> • Excellent face to face interpersonal skills and customer service skills. | E |
| <ul style="list-style-type: none"> • A strong understanding of the elections process including rules regarding voting procedures and receipt of postal votes. | E |
| <ul style="list-style-type: none"> • Ability to work independently under pressure. | E |
| <ul style="list-style-type: none"> • Strong problem solving and decision making skills including the ability to resolve complex issues. | E |
| <ul style="list-style-type: none"> • Political awareness. | E |
| <ul style="list-style-type: none"> • Ability to use a mobile phone. | E |