

Job Description

Postal Vote Opening Adjudicator

Team:	Elections
Responsible to:	Postal Vote Opening Manager/Deputy Manager
Salary:	£12.50 per hour (+25% after 9pm/weekends)
Location:	City Suite, Civic Centre Aldersley Leisure Village (for final three sessions on Election Day)
Working hours:	9am - 6 pm weekdays 10am-12pm (Election Day-Morning) 2 pm - 6 pm (Election Day - Day) 8 pm – 12 am (Election Day - Evening)
(Timings are approximate – varies depending on election)	

Job purpose and role

Working as part of a team to open and process postal ballot papers quickly but accurately whilst under pressure and under the observation of candidates and agents.

Principal duties and responsibilities

- (1) Work in a team as designated by the Postal Vote Manager
- (2) To liaise with the postal vote supervisor/assistant supervisor.
- (3) To scan postal voting statements and adjudicate signatures that do match those held on the system in line with forensic signature principles.
- (4) To record and store postal packs that have not passed adjudication.
- (5) To complete summary sheet paperwork for each scanned batch.
- (6) Collate ballot paper envelopes in batches.
- (7) Alert the postal vote manager to any postal voting statements that require additional adjudication.
- (8) Refrain from engaging in conversations with candidates, agents, or observers.
- (9) Any other postal vote opening related duties as required.
- (10) Must have read and agreed the terms of the Statement of Secrecy.
- (11) Working following the postal opening procedures under the guidance of the postal vote manager and deputy manager

Person Specification Postal Vote Opening Assistant

Qualifications, Knowledge, Experience & Skills:	Essential/ Desirable
Good communications skills and ability to follow strict instructions	E
Excellent numeracy skills, accuracy and attention to detail	E
Good personal presentation and commitment to customer care.	E
Good administration/organisational skills and attention to detail	E
Team player and flexible attitude.	E
Punctual and reliable and calm under pressure	E