

## Job Description

# Postal Vote Opening Assistant Supervisor

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

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## 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 assist the postal opening supervisor to complete their duties.
- (3) To deliver batches to the postal vote adjudicator in the appropriate trays. To deliver scanned batches to the postal vote supervisor.
- (4) Open and process postal vote packs that arrive in the daily post and sort into wards.
- (5) Divide postal packs into postal voting statements and ballot paper envelopes in batches of 20.
- (6) Complete summary sheet paperwork for each batch.
- (7) Alert the table supervisor to any envelope mismatches or blank packs as instructed and recount batches as required.
- (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 table

Supervisor.



## Person Specification

# Postal Vote Opening Assistant Supervisor

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