

## Job Description

# Postal Vote Opening Supervisor

<b>Team:</b>	Elections
<b>Responsible to:</b>	Postal Vote Opening Manager/Deputy Manager
<b>Salary:</b>	£15 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 10am-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 sort and count ballot papers quickly but accurately whilst under pressure and under the observation of candidates and agents

### Principal duties and responsibilities

- 1) Lead a team as designated by the Postal Vote Manager
- (2) To extract and record mismatching postal packs on the master sheet.
- (3) To liaise with the data team.
- (4) To work with the assistant supervisor to check summary sheet paperwork and manage recounts where required.
- (5) To manage the daily verification of totals and postal packs received.
- (5) Open and process postal vote packs that arrive in the daily post and sort into wards.
- (6) Divide postal packs into postal voting statements and ballot paper envelopes in batches of 20.
- (7) Complete summary sheet paperwork for each batch.
- (8) Alert the PV manager to any envelope mismatches or blank packs that require further reconciliation.
- (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 opening manager

## Person Specification

# Postal Vote Opening Supervisor

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