

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Count Collation Supervisor – Temporary	Report to:	Depute Returning Officer
Location:	Count Centre as assigned at each election	Grade:	Pay as per Scale of Charges and Fees for that election
Responsible for:	Count Collation Assistant(s)		

Job Purpose:

To receive the spare and unused ballot paper packages during the Count and verify totals and record as required, completing the necessary paperwork

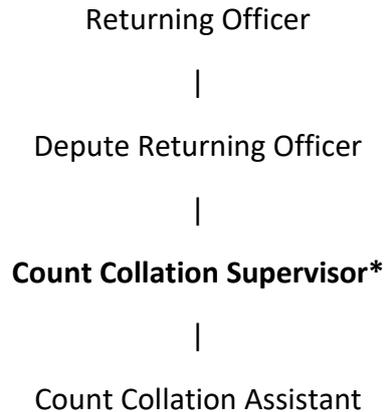
Major tasks and duties:

1. To input the data from the Ballot Paper Accounts onto the provided spreadsheets at the count collation desk.
2. To cross check the ballot box totals with the Count Supervisors as the boxes are counted.
3. To coordinate the Count Collation Assistant.
4. To liaise with the Returning Officer and Depute Returning Officers and communicate the verification totals from Ballot Paper Accounts and from the Spoils and Unused Supervisor
5. Ensure that any anomalies are brought to the Returning Officer's and Depute Returning Officers immediate attention
6. Participate in training as provided by the Elections Office for the current election if required.
7. Observe all Health and Safety arrangements
8. Observe and enforce the requirement for secrecy and security and act impartially at all times.
9. Comply with any instructions issued by the Returning Officer.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all detailed duties.

Reporting Relationships:

This job is indicated by *



Person Specification:

Personal Qualities, Experience and Qualifications:

- Ability to present a responsive, enthusiastic and competent image.
- Good attention to detail
- Ability to work in high pressure environment
- An understanding of the Voting process

Experience

- Previous experience in counting votes
- Some people management skills to supervise a small team

Education/Qualifications

- A good standard of basic education in particular numeracy
- Be able to use an Excel Spreadsheet for calculations
- No other formal educational qualifications are required

Other Requirements:

- Must not have worked in support of a candidate at the election whether paid or unpaid.
- To complete a statement of secrecy on employment with regard to Section 66 RPA
- Must not wear colours or badges that might call into question impartiality. e.g. party colours