

Verification & Count Assistant Job Description



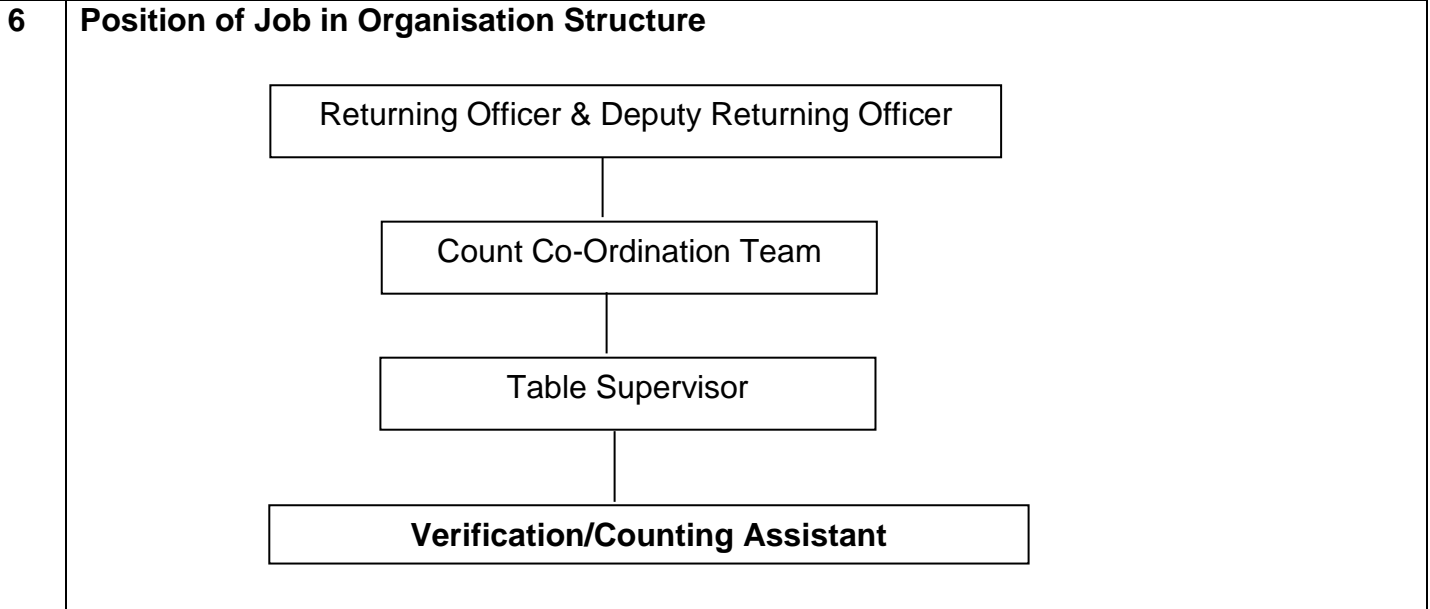
| RETURNING OFFICER APPOINTMENT OF STAFF | | DESCRIPTION OF DUTIES AND RESPONSIBILITIES |
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| JOB TITLE: Verification and Count Assistant | | |
| REPORTS TO : | Table Supervisor, Count Co-Ordination Team, Deputy Returning Officer(s) and Returning Officer | |
| HOURS OF WORK: Designated hours for verification and counting of votes | FEE: Set by Election Fees for the particular Election. Circ: £10 per hour for daytime counts or £15 per hour for night time counts. | |
| 1. | Main Purpose of Job | |
| | <ul style="list-style-type: none"> • The purpose of the Verification/Counting team is to open ballot boxes as directed by the Table Supervisor. • To verify the contents with the Ballot Paper Accounts. • To undertake the count the votes for each candidate in the election, or for each option in the referendum. | |
| 2. | Core Requirements, Responsibilities and Duties: | |
| 1 | Not be related (<i>in a relationship or blood relative etc</i>) to any candidate standing for the election. | |
| 2 | Be aged 18 years of age or older. | |
| 3 | Not undertake any canvassing or work on behalf of any candidate or agent for the elections. Including subscribing to any nomination papers. | |
| 4 | Sign an appointment form to legally confirm eligibility to work for the Returning Officer. Acceptance of Waiving of Working Time Directive for period of employment. | |
| 5 | To have read and understood the statement of secrecy. Acceptance and adherence to the terms of Statement of Secrecy and social media policy. To enforce the requirements of regulation throughout the hours of poll. | |
| 6 | Must comply with the Council's Officer Code of Conduct, health and safety, equalities and data protection obligations. | |
| 7 | Must not have been convicted of an offence under Electoral Legislation. | |
| 8 | Ability to remain politically neutral. | |
| 9 | Flexibility – you will be required to stay until end of count including unsociable hours | |

| Before Count Night/Day | | |
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| | 10 | You may be required to attend training session by the Deputy Returning Officer when required and read the Count Protocol provided. |
| Count Night/Day | | |
| | 12 | To refrain from engaging in conversation with candidates, agents, councillors, guests, etc. To direct all queries and questions from candidates and agents to the Table Supervisor. |
| | 13 | Be polite and professional when dealing with candidates, agents, councillors or guests. |
| | 14 | To act impartially at all times. |
| | 15 | Not to use any electronic mobile device within the count hall, including mobile phones or tablets. |
| | 16 | Be responsible for the Health and Safety of yourself and others. |
| | 17 | Work as part of a team of varying sizes as designated by the Returning Officer. |
| | 18 | One Verification/Count Assistant per team will be appointed Head of Table who will liaise with figures/totals with the Table Supervisor. |
| | 19 | Follow instructions from your Table Supervisor. |
| | 20 | Take appropriate breaks throughout the session as directed by the Table Supervisor. |
| | 21 | To assist with clearing up after the verification/count has finished, as directed by the Table Supervisor. |
| | 22 | Remain at the verification/count until released by the Returning Officer after all votes are verified, counted and filed. |
| Verification | | |
| | 23 | Ensure that proper procedure for verification of ballot papers is followed and the secrecy of the verification process is maintained in the count venue. |
| | 24 | Agree figures with the Table Supervisor. |
| | 25 | To undertaken and partial or full recounts of votes as directed by the Count Manager or (Deputy) Returning Officer. |
| Count | | |
| | 26 | Sort ballot papers into votes for individual candidates/parties and count them using the method designated by the Returning Officer. |
| | 27 | Ensure that proper procedure for counting of votes is followed and the secrecy of the count process is maintained in the count venue. |
| | 28 | During the counting of the votes inform your Table Supervisor of any potentially doubtful ballot papers. |
| | 29 | Agree figures with the Table Supervisor. |

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| | 30 | To undertaken and partial or full recounts of votes as directed by the Count Manager or (Deputy) Returning Officer. |
| | 31 | Failure to undertake part of the duty or requirement of the position is a breach of official duty and liable to prosecution under the Representation of the Peoples Act 1983 or other relevant act for the election employed is held. |

You may be required to perform additional duties not listed above which are appropriate to your role and experience to ensure the smooth running of the election process. Job descriptions can be amended at the Returning Officer's discretion to ensure service needs are met.

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| 3 | <p>Payment of Fee Payment will be made by BACS following the election.</p> |
| 4. | <p>Supervision/Management of People</p> <p>Number of staff reporting to jobholder and nature of supervision.</p> <p>Direct: None</p> |
| 5. | <p>Work Environment – work demands, physical demands, working conditions & work context</p> <p>Work demands: Sorting, counting and filing.</p> <p>Physical demands: None</p> <p>Working conditions: The length of time Verification or Counting takes depends on the size and nature of the election/referendum and whether re-counts are required. You must be prepared to stay as long as it takes, and should bring your own food and drink in case it is a lengthy process.</p> <p>If the Verification takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning. Adequate breaks and refreshments will be provided.</p> <p>The following can only be estimates as the duration of a count varies. However, you will be required to stay until the Returning Officer directs:</p> <ul style="list-style-type: none"> • If verification from close of polls at 10pm on election day allow 6 hours (10pm to 4am) • If counting the day after polling day, expect 7 hours (9am to 4pm) or (12noon to 7pm) • <p>Work context: To work within the provisions of secrecy as set out in the regulations and instructions provided. To ensure the accurate and transparent process for the verification and counting of votes for the relevant election.</p> |



PERSONAL SPECIFICATION VERIFICATION\COUNT ASSISTANT

| | Essential | Desirable |
|-----------------------------------|---|---|
| Experience | <ul style="list-style-type: none"> • Must have read the guidance provided and have a good working knowledge of the counting process | <ul style="list-style-type: none"> • Previous Count experience |
| Skills/Personal Attributes | <ul style="list-style-type: none"> • Fully literate • Numerate • Accuracy and excellent attention to detail • Ability to follow instruction • Punctual and reliable • Good timekeeping • Calm under pressure • Ability to work as a team member | |

January 2017

Returning Officer, Richmondshire District Council, Mercury House, Station Road, Richmond DL10 4JX

To be reviewed: **January 2019**