



Northumberland County Council

Job Description

Post:	Presiding Officer
Fee:	£292.16 (including training fee & mileage allowance)
Responsible To:	Returning Officer
Responsible For:	Polling Station and Poll Clerk(s)

Main purpose of the Job

To manage the processes required by legislation, to issue ballot papers to electors in an assigned polling station.

Special Conditions

- The post holder must not have helped or been employed in any way, either directly or indirectly, either for or against, any candidate, election agent or political party involved with this election
- Attendance at a training session is compulsory
- Dress code is smart/casual
- Polling commences at 7.00am and finishes at 10.00pm. Arrival at the polling station should be no later than **6.15am**.
- The post holder is not allowed to leave the polling station at anytime until the close of poll
- The post holder is also required to deliver the ballot box to the Acting Returning Officer, following the close of poll
- Ability to meet the travel requirements of the post
- Use of a mobile phone

Main Duties

- Comply with any instructions issued by the Returning Officer
- Comply with all health & safety and Covid guidance as issued by the Returning Officer
- Liaise with polling station staff as soon as appointed
- Liaise with polling station caretaker to make arrangement for opening/closing of building as soon as appointed
- Read the Handbook for Polling Station Staff and any other instructions issued by the Acting Returning Officer
- Attend a briefing session to collect ballot box and receive training
- Check ballot box contents and be responsible for its security until delivered back to the Acting Returning Officer

- Open and close the polling station on time
- Ensure the polling booths are erected correctly and configure the polling station to ensure secrecy is maintained, the ballot is under constant control and no voter is able to leave the station with a ballot paper
- Properly seal the ballot box at the opening of the poll at 7am
- Instruct and supervise the work of the poll clerk(s)
- Account and be responsible for all of the ballot papers, paperwork and ballot boxes
- Make sure that the proper procedure for voting is followed, in particular that the corresponding number list is marked correctly
- Deal with special voting procedures in accordance with rules and complete necessary paperwork
- Issue ballot papers to voters, making sure that they are issued in sequential order and that they bear the official mark
- Receive postal votes delivered by voters and follow the correct procedure for these
- Manage the attendance of those people entitled to be present in the polling station e.g. candidates and agents, representatives of the Electoral Commission and accredited observers
- Monitor the activities of tellers and make sure that they do not interfere with the voting process
- Make sure that all signs and notices are clear, visible and remain in place
- Communicate any significant issues immediately to the elections office
- Maintain the secrecy of the ballot at all times
- Act impartially at all times
- Be polite and professional in dealing with voters, candidates and agents and others entitled to be present in the polling station
- Keep the polling station neat and tidy throughout the day
- Ensure the room is left neat and tidy, the booths are taken down and all rubbish is removed
- Complete all of the paperwork including nil returns
- Please ensure you leave the building in a timely manner
- Deliver the ballot box and associated paperwork & materials to the venue designated by the Returning Officer in accordance with instructions and assist with sorting of materials

All employees have a responsibility to undertake training as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Returning Officer.