



ELECTION STAFF RECRUITMENT

COUNT SUPERVISOR

The purpose of the verification/count team is to count the votes for each candidate in the election.

Verification/Count Assistant role

The role of the Verification/Counting Supervisor is undertaken in a pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made. They must have read and agree to the terms of the statement of secrecy, act impartially at all times and respect confidentiality of material handled and refrain from engaging in conversations with candidates, agents, councillors or guests.

Their main duties are:

General

- Manage the counting assistants allocated to you, including recording their hours of working
- Monitor counting assistants' performance throughout the count, ensuring counting assistants are deployed effectively
- Answer basic queries from Candidates/Agents/political observers

Verification

- Allocate contents of the ballot box to Verification Assistants
- Supervise the verification of the number of ballot papers
- Agree figures with the Deputy Returning Officer
- Supervise re-verification if required

Count

- Allocate contents of ballot box to Count Assistants
- Supervise the division of ballot papers into votes and count them using the method designated by the Returning Officer
- Keep an accurate record of the number of doubtful ballot papers requiring adjudication by the Returning Officer and completing the relevant sections on the Draft Declaration of Result
- Advise figures to the Returning Officer
- Re-count if required

The length of time a count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes.

Person Specification

Experience	
Essential	Desirable
Previous experience as a Counting Assistant	Previous experience as a Count Supervisor Previous experience in team leadership
Skills/Personal Attributes	
Essential	Desirable
Numerate Accuracy and attention to detail Excellent communication skills and the ability to explain procedures Punctual and reliable Calm under pressure	
Other	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid Must not have been convicted of an offence under Electoral Legislation Be willing to attend training/briefing sessions as required Acceptance of Waiving of Working Time Directive for period of employment	None

In return, you can expect

- Full training
- Full written instructions
- All stationery and equipment to carry out your duties

Estimated work commitment

- 4 – 10 hours (dependent upon the elections being held)

Fees

No less than a set fee of £24.50 + an hourly rate of £12 + supervisory fee of £18 per electoral area

Training

Attendance at a training session is essential.

Impartiality

All staff employed by the Returning Officer must be absolutely impartial and **must not** canvass for, assist or openly support a candidate or political party at election time.

Other information

All staff will be required to observe the secrecy of the poll.

If you are an employee of Adur and Worthing Councils you must ensure you have your line manager's permission to carry out election duties during your working hours.