

EAST AYRSHIRE COUNCIL
PRESIDING OFFICER JOB DESCRIPTION

Presiding Officers are responsible for the conduct of the Poll in the polling stations and they must have a good knowledge of voting procedures.

The role:

- To comply with any instructions from the Returning Officer
- To take charge of a polling station
- To ensure that all electors are treated impartially and with respect
- To maintain the secrecy of the ballot
- To supervise the Poll Clerk(s) at the polling station

Duties

Before Election Day

- Attend a training session provided by the Returning Officer

Election Day

- Set up and organise the layout of allocated room(s) (this includes some lifting of ballot booths)
- Seal the ballot boxes just before the Poll opens and ensure that they remain safe for the duration of polling day
- Be aware of any access issues at the polling station
- Be responsible for health and safety at the polling station for all staff and visitors
- Ensure the polling station is opened on time
- Ensure that all signs and instructions are clear, visible and remain in place
- Keep the polling station neat and tidy
- Instruct and supervise the work of the Poll Clerk(s)
- Account for, and be responsible for, all ballot papers, issued and un-used
- Issue ballot papers to voters
- Ensure that voters are able to cast their votes in secret and can put their votes into the ballot box
- Provide assistance to voters where appropriate
- Ask the prescribed questions of voters when necessary, including when asked to do so by candidates or agents or before the issue of a tendered ballot paper
- Deal with special voting procedures as required.
- Receive postal votes delivered by hand
- Manage the attendance of those entitled to be present in the polling station e.g. candidates, agents, Electoral Commission representatives and observers, and ensure they do not interfere with the voting process

- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times
- Monitor the activities of tellers outside polling places.

Close of Poll

- Manage queues, if applicable
- Ensure the polling station is closed on time and seal the ballot boxes
- Supervise the dismantling of the polling station and ensure the room is returned to good order
- Complete the ballot paper account and associated paperwork, pack in accordance with instructions given by the Constituency Returning Officer

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Please be aware that not all polling places will have kitchen facilities. Polling station staff are not permitted to leave the premises during the hours of the poll.

The Constituency Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

All staff will be issued with an agreement to maintain the secrecy of the poll.

PRESIDING OFFICER PERSON SPECIFICATION

| EXPERIENCE | |
|--|---|
| Essential | Desirable |
| <p>A good understanding of election processes</p> <p>To have worked previously as a Poll Clerk</p> | <p>Experience in a range of elections e.g. local, Parliamentary, European</p> |

| SKILLS/PERSONAL ATTRIBUTES | |
|--|------------------|
| Essential | Desirable |
| <p>Excellent communication skills and the ability to explain procedures to a variety of people</p> <p>High level of personal presentation and professional manner</p> <p>A commitment to customer care</p> <p>Attention to detail</p> <p>A team player and flexible attitude</p> <p>Calm under pressure</p> <p>Punctual and reliable</p> | |

| OTHER | |
|---|------------------|
| Essential | Desirable |
| <p>Must not have worked in support of a political party/candidate at the election, whether paid or unpaid</p> <p>Be willing to attend training/briefing session as required</p> <p>Must not have been convicted of an offence under Electoral Legislation</p> <p>Must be eligible to work in the UK</p> | |