

Presiding Officer – Scheduled elections

Band 5, Spinal Column Point 25

The polling station team

The role of polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Polling stations are open from 7am until 10pm. On polling day, staff are required to arrive at the polling station sufficiently early to set up the equipment in time for opening.

In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff should not leave the premises during polling hours.

This role will be required to work at any polling station within West Suffolk.

Key responsibilities and activities

- To be responsible for the conduct of the ballot in your polling station.
- To be responsible for the management of your polling staff.
- To ensure the accurate delivery of the poll and the account of all ballot papers.
- To ensure that voter identification is asked for and checked before ballot papers are issued.
- To ensure that electors can present their ID in private when requested.
- To be responsible for refusing a voter a ballot paper where no ID is presented; or you do not consider the ID to be a good likeness; or consider it to be a forgery.
- To comply with any instructions from the Returning Officer.
- To ensure that all electors are treated impartially and with respect.
- To ensure the secrecy and security of the ballot at all times.
- To liaise with the key holder and make arrangements for the opening and closing of your polling building. You are required to visit your polling station in advance to ensure polling day arrangements are in place.

- To make contact with your poll clerk(s), and if you are in a dual polling station, with the other Presiding Officer at least a week before polling day.
- To collect your ballot box and equipment before polling day at the time slot booked and keep it secure.
- To be responsible for setting up your polling station and leaving the building in a neat and secure state.
- To ensure that your polling station opens and closes at the required times.
- To be responsible for assigning work to your Poll Clerk/s and ensure that the correct procedure for voting is followed.
- To support with members of the public in a helpful, polite and professional manner.
- To complete the ballot paper account and all other paperwork.
- To deliver the ballot box and all other equipment and sundries to the count venue promptly after the close of poll.

You cannot be employed if you have carried out any duties on behalf of any political party or candidate at the election.

Training

You must complete training for every scheduled election that you work. Details of training will be given with your appointment letter.

Payment

You will be paid into your bank account on the tenth of the month following polling day.

The rate of pay for a Presiding Officer is £19.47 per hour (Band 5, Spinal Column Point 25), and the hours worked are calculated as follows:

Visit polling station in advance	1 hour
Collection of ballot box	1 hour
Polling day (6am – 11pm)	17 hours
Total pay – 19 hours @ £19.47	£369.93
Training fee	£30.00
Total Pay	£399.93

Mileage will be paid at 55p per mile for the following journeys:

- Home or work to West Suffolk House to collect the ballot box and return home or work as appropriate.
- Home or work to visit the polling station in advance of polling day.
- Home to the polling station, polling station to the count, count to home on polling day.

Person Specification

Presiding Officer

Criteria	Attributes
Knowledge	Essential Working knowledge of the electoral process.
Experience	Essential Previous customer-service experience. Experience of having worked at a polling station on at least two other occasions. Ability to work independently under pressure. Desirable Previous line-management or supervisory experience.
Skills and abilities	Essential Ability to remain politically neutral. Good timekeeping. Fully literate and numerate. Desirable Diplomacy and tact when working with members of the public.
Other	Essential Access to own car which is insured for business use.