

Overview

Reporting to	The Electoral Services team on behalf of the Returning Officer at Mid Sussex District Council.
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Main Purpose of the Role

- As Presiding Officer, you are responsible for the conduct of the ballot in your assigned polling station.
- You will be required to lead a team of Poll Clerks, and, where applicable, Polling Station Steward(s).

Main Duties & Responsibilities

- Comply with any instructions from the Returning Officer.
- Maintain the integrity and secrecy of the ballot.
- Instruct and supervise the work of the Poll Clerk(s) and, where applicable, the Polling Station Steward(s) you are working with.
- Attend training sessions as required by Electoral Services.
- Liaise with the key holder/caretaker for the polling station before polling day to confirm the arrangements for key collection and opening and closing the building.
- Visit the polling station on at least one occasion before polling day, to check all arrangements are in place, including access to kitchens and toilet facilities.
- Contact Poll Clerks, and where applicable, Polling Station Steward(s) before polling day to confirm arrangements.
- Collect the ballot box, polling booth and other election equipment prior to polling day on a date to be confirmed by the Electoral Services Team and keep secure until polling day.
- Transport ballot box, ballot papers and all assigned paperwork to the polling station.
- Set up and organise the layout of the polling station (which includes lifting of equipment).
- Ensure the polling station is open promptly at 7am.
- Be aware of any access/disability issues at the polling station and provide assistance to voters where appropriate, to enable them to vote.
- Be responsible for health and safety at the polling station for all staff and visitors.
- Ensure that all polling station signage and instructions are clear, visible and remain in place throughout the day.
- Keep the polling station neat and tidy.
- Supervise the use of iPads to process voters at the polling station. This includes ensuring that the iPads are properly charged and in working order throughout the day.
- Oversee Voter ID checks, this includes helping electors understand that voter ID is required, advising on acceptable forms of ID and dealing with any enquiries or discrepancies which may occur when completing these checks.
- Enable electors to present ID in private if requested.
- Refuse to issue ballot papers where you do not consider the ID to be a good likeness, a forgery, where no acceptable form of ID is presented or where the person is not eligible to vote.
- Account for, and be responsible for all ballot papers, issued and un-issued. This includes ensuring that they are issued in numerical order and bear the official mark.
- Ensure that voters are able cast their votes in secret and place them into the correct ballot box.
- Receive postal votes delivered by hand, ensuring compliance with regulations and completing the required paperwork to formally receipt these.

- Store postal votes in accordance with the instructions provided, handing over the relevant postal vote packet to Polling Station Inspectors at regular intervals throughout the day, and to the Returning Officer and staff at the Count.
- Manage the attendance of those entitled to be present in the polling station e.g. candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process.
- Monitor the activities of tellers outside the assigned polling place and ensure that the entrance to the polling station is not impeded at any time.
- Contact the Electoral Services Team promptly to resolve any issues that arise during the day.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Document any issues in the Presiding Officer logbook.
- Provide feedback on the polling station and its staff.
- Supervise the dismantling of the polling station and ensure the room is returned to good order.
- Accurately complete the ballot paper account and associated paperwork.
- Pack up all materials in accordance with instructions given by the Returning Officer.
- Deliver the ballot box, polling booth, other equipment and associated paperwork the assigned drop off point, which will be provided to you by the Electoral Services Team.

Please note the above is not an exhaustive list of duties and may be subject to change.

Working Hours

- You must be available to attend an in-person training session at the Mid Sussex District Council offices (approx. 2 ½ hours).
- You must be available to visit your designated polling station prior to polling day to check all arrangements are in place and obtain key/access details.
- You must be available to collect your polling station equipment prior to polling day. Details of available date(s) and time(s) will be communicated prior to polling day.
- Polling stations are open from 7:00am until 10:00pm; you will be required to arrive to setup equipment from 6:30am. You must be available for the full hours of poll. Staff are not permitted to leave the premises during polling hours and must bring their own refreshments. Please be aware that not all polling stations have kitchen facilities available, please take this into account when planning the meals and refreshments you intend to bring on the day.
- At the close of poll, Presiding Officers are required to deliver their ballot box, polling booth and polling station equipment to the designated drop off point and must be flexible in this arrangement.

Person Specification

	Essential	Desirable
Experience	<p>Experience of working with the general public.</p> <p>A basic understanding of the electoral process at a polling station.</p>	<p>Previous experience of working on an election as a Presiding Officer or as a Poll Clerk.</p> <p>Previous line management or supervisory experience.</p>
Skills / Personal Attributes	<p>Good administrative skills and attention to detail.</p>	

	<p>Good communication skills and commitment to customer care.</p> <p>Diplomacy and tact when working with members of the public.</p> <p>Punctual and reliable.</p> <p>Able to undertake training.</p> <p>Confidence and willingness to use an iPad to operate the polling station.</p> <p>Ability to carry out work as instructed accurately and to remain calm while working under pressure.</p> <p>Ability to remain politically neutral.</p> <p>A team player and flexible attitude.</p> <p>Good personal presentation.</p>	
<p>Other</p>	<p>You must not be employed by, or act on behalf of, any candidate or political party during an election, whether paid or unpaid.</p> <p>You must not have any relations to or with any prospective candidate at an election. This includes any close relationships, such as family relationships or a partner.</p> <p>You must not subscribe to a candidate's nomination form at an election.</p> <p>Must not have been convicted of an offence under Electoral Legislation.</p> <p>Be prepared to work unsociable hours.</p> <p>Acceptance of waiving the Working Time Directive for the period of employment.</p> <p>Agree to comply with secrecy requirements (Appendix A).</p> <p>Use of a car to transport polling station equipment.</p>	

Special Conditions

- You must wear politically neutral clothing when working on an election.
- You must not be employed by, or act on behalf of, any candidate or political party during an election, whether paid or unpaid.
- You must not have any relations to or with any prospective candidate at an election. This includes any close relationships, such as family relationships or a partner.
- You must not subscribe to a candidate's nomination form at an election.
- Please be aware that Presiding Officer's contact information will be shared with their respective Polling Station Team and our Polling Station Inspectors.

Rates of Pay

- The rate of pay for this role varies depending on the type of election.
- Pay rates are reviewed annually, and your rate of pay will be confirmed as part of your appointment letter.

Appendix A – Secrecy Requirements

- [UK Parliamentary General Elections](#)
- [Police and Crime Commissioner Elections](#)
- [Local Elections](#)