

# JOB PROFILE

## *Postal Vote Assistant*

### Overview

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

- To ensure that returned postal votes are opened, checked and verified in a secure manner.

### Main Duties & Responsibilities

- Report to and comply with instructions from the Returning Officer and Postal Vote Opening Session Manager.
- To maintain the integrity and secrecy of the ballot.
- Sort and count returned postal vote envelopes.
- Open and match postal voting statements to ballot envelopes.
- Verify postal voting statements using an electronic system.
- Verify ballot papers using an electronic system.
- Work as part of a team.

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

### Working Hours

- Must be available for approx. nine full days (postal vote opening sessions are TBC, prospective staff will be contacted directly with further information about this role once details are confirmed).
- Must be generally available between 9am-5pm on a working day (Monday-Friday), late night working may also be required on polling day so flexibility regarding working hours is essential.

### Person Specification

	Essential	Desirable
<b>Experience</b>		
<b>Skills / Personal Attributes</b>	<p>Good numeracy skills and attention to detail.</p> <p>Punctual and reliable.</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>	
<b>Other</b>	<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</p>	

	<p>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>	
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### 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 note that the contact information of interested staff will be shared with the Postal Vote Opening Session Manager, who will reach out to you before your appointment to confirm availability and arrangements.

### Rates of Pay

Description	Gross Amount (Hourly Rates)*
<b>Postal Vote Assistant</b>	<ul style="list-style-type: none"> <li>Day Rate (until 5pm) - £11.50 p/h</li> <li>After 5pm &amp; Saturday Rate - £13.00 p/h</li> <li>Sunday &amp; Bank Holiday Rate - £15.12 p/h</li> </ul>
+ Holiday Pay	

Due to changes in legislation – we are no longer able to pay mileage to postal vote staff.

*\* Please note that you will receive no less than the rates of pay advertised. Pay rates are reviewed annually and we endeavour to communicate the final pay rates of roles to staff in advance of the election, either via their appointment letter or in separate communications.*

### Appendix A – Secrecy Requirements

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