

Overview

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| 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

- Count Assistants are employed by the Returning Officer at elections and referendums to verify, sort and count ballot papers.
- There are two stages to the count:

1. Verification

During the verification stage, ballot papers are counted to determine the total number of ballot papers in each ballot box. These figures are then verified against the Ballot Paper Account submitted for each polling station.

2. Count

During the counting stage, the verified ballot papers are first sorted by candidate, and any ballot paper identified as 'doubtful' are separated for adjudication by the Count Area Supervisors. Once sorted, the ballot papers for each candidate are then counted, with the result determined thereafter for the election.

Main Duties & Responsibilities

- Comply with instructions from the Returning Officer and Count Table/Count Area Supervisors.
- Work as part of a team.
- Sort and count the number of ballot papers in each ballot box, quickly and accurately, whilst under pressure and under the close supervision of candidates and agents.
- Check the counting of others, as required.
- As instructed, identify doubtful papers and bring them to the attention of the Count Table Supervisor.
- Re-count ballot papers if required, at both the verification and count stages.
- Maintain the integrity and secrecy of the ballot.
- Assist with the clear up at the end of the count, as per instructions given.

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

Working Hours

- Count Assistants must remain at the count until it is complete.
- The date of the count for each election will be published as part of our election timetable on our website. This can be found here <https://www.midsussex.gov.uk/elections-voting/upcoming-elections/>.
- The timings of the count will depend on the size and nature of the election, and whether any re-counts are required. Arrival and start times are confirmed as part of appointment letters. An approximate finish time is also given as part of the appointment letter, but this is subject to change.
- Light refreshments are provided. Staff are also welcome to bring their own refreshments if preferred.

| Person Specification | | |
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| | Essential | Desirable |
| Experience | | Previous experience of working at the count. |
| Skills / Personal Attributes | <p>Good numeracy skills and attention to detail.</p> <p>Ability to handle, sort and count large volumes of confidential papers.</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> | |
| Other | <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> | |

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 we allocate Count Assistants to count areas in advance of the election and will notify appointed staff of these arrangements, including the names of your supervisor(s) and team members.

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](#)