**Job Description: Presiding Officer**

**Job Title:** Presiding Officer

**Job type:** Supervisory

**Key responsibilities and activities:**

* Responsible for the conduct of the ballot in the polling station.
* Responsible for the management of your polling staff.
* Ensuring the accurate delivery of the poll and account for all ballot papers.
* Ensuring that voter identification is asked for and checked before ballot papers are issued
* Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID
* Ensuring electors are able to present their ID in private when requested
* 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
* Comply with any instructions from the Returning Officer and their staff.
* Ensure that all electors are treated with respect and receive the same experience wherever they are and whatever time they vote.
* You must always ensure the secrecy and security of the ballot.
* Liaise with the key holder and plan for the opening and closing of your polling building. You should also visit your polling station in advance to ensure polling day arrangements are in place.
* Contact your poll clerk(s), and any other Presiding Officer(s) appointed to the same polling place, at least a week before Polling Day.
* Collect your ballot box (s) and equipment before polling day at your allocated time slot. The ballot box (s) must be kept in a secure environment until polling day
* Responsible for setting up your polling stations and leaving the building in a neat and secure state.
* Ensure your polling stations open and close at the required times.
* Be responsible for assigning work to the polling station staff and ensuring that the correct procedure for voting is followed.
* Deal with members of the public in a helpful, polite, and professional manner.
* Support disabled voters use any special equipment or devices.
* Completion of the ballot paper account and all other paperwork, including the ballot paper refusal list and voter ID evaluation form.
* Delivering 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.

**Based at:** Any polling station within the area

**Person Specification:**

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| **Criteria** | **Attributes (Essential/desirable)** |
| **Knowledge** | **Essential**Working knowledge of the electoral process |
| **Skills and abilities** | **Essential**Previous customer-service experienceExperience of having worked at a Polling Station on at least 2 other occasions.Ability to work independently under pressure**Desirable**Previous line-management or supervisory experience |
| **Other** | **Essential**Ability to remain politically neutralGood timekeeping Fully literate and numerate**Desirable**Diplomacy and tact when working with members of the public |
|  | **Essential**Access to own car which is insured for Business Use |