**Job Description: Count Assistant**

**Job Title:** Count Assistant

**Job type:** Administrative

**Key responsibilities and activities:**

* Attend training if required
* Have read and agreed to the terms of the Secrecy provisions
* Act impartially at all times and respect confidentiality of material handled
* Refrain from engaging in conversations with candidates, agents, councillors or guests
* Act upon instructions from your supervisor
* Count the number of ballot papers in a ballot box
* Check the counting of others as required
* Inform the supervisor of the number of ballot papers counted
* Divide ballot papers into votes for individual candidates/ options and count as instructed
* Identify doubtful papers and bring them to the attention of the supervisor
* Recount if required
* Comply with the requirements of health and safety legislation at all times, taking due care of themselves, colleagues and others in attendance
* Be prepared to work until the count concludes (adequate breaks and drinks will be provided)
* Be required to sign their agreement to maintain the secrecy of the poll.

**Other information:**

A Count Assistant is not permitted to have carried out duties on behalf of any political party or candidate at the election.

Count Assistant’s duties are straightforward but undertaken in an environment that can at times be pressurised as the count is undertaken in the presence of candidates, their counting agents or other observers. The greatest of care must be taken to help prevent mistakes from happening.

**Person Specification:**

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| **Criteria** | **Attributes (Essential/desirable)** |
| **Knowledge** | **Desirable**Working knowledge of the electoral process |
| **Skills and abilities** | **Essential**Ability to carry out work as instructed, even under pressureLiterate and numerateAbility to handle and count large volumes of confidential papers**Desirable**Experience of working at a polling station |
| **Other** | **Essential**Ability to remain politically neutralGood timekeepingNot connected to, nor will assist, any candidate or party at the electionAbility to comply with the requirement for secrecy and instructions regarding the use of social mediaMust not have been convicted of an offence under Electoral Legislation**Desirable**Diplomacy and tact when working with members of the publicAbility to work as a team memberPrevious experience as a Count Assistant |
|  | **Essential**Able to travel to the count centre for the required times |