

**London Borough of Newham
Job Profile**

Job Title: Count Assistant	Directorate:
Service/Section: Election Services	Post Number(s): Job Evaluation Number:
Grade: Temporary/Casual	Date last updated: Date of last Evaluation:

Main Purpose of the Job/Key Objectives:

- Comply with any instructions from the Returning Officer/Count Supervisor
- Assist with the verification of the ballot boxes and the sorting and counting of the votes
- Maintain the secrecy of the ballot
- Ensure compliance with the requirements of Elections, the Requirement for Secrecy and the Data Protection Act

Job Context:

1. The postholder reports to: Election Services Manager/Count Supervisor/Deputy Returning Officer
2. The postholder will be required to work for the duration of the count, however long it takes. Overnight counts start at 9pm and daytime counts start at 9am, unless otherwise directed.

Experience

Previous experience is desirable but not essential.

Working conditions/circumstances

Count Assistants may be required to attend a briefing session/test. This may be scheduled outside of normal office hours. Failure to attend this briefing could lead to any appointment offered being rescinded.

The count takes place at a location within Newham. The count hall can get cold and staff are requested to dress appropriately. No food or drink (except water) may be consumed on the count hall; they can only be consumed on an allocated break in the appropriate area. No mobile phones may be used in the count hall.

The count will continue until the result(s) are declared. In order to be appointed as a Count Assistant staff must be willing to stay until the end of the count, regardless of how long it continues.

All staff will be required to sign their agreement to waive their rights under the European Working Time directive.

Duties:

Before the count

- Read the instructions provided by Election Services
- Attend training sessions as directed by Electoral Services

During the count

- Work as part of a team under the direction of the Count Supervisor.
- Verify and count the contents of all ballot boxes allocated to the team. You will be required to stand up for the 'sorting of vote' process.
- Divide the verified ballot papers as necessary, and count those papers using the method required.
- Undertake recounts for either of the above stages as required.
- Refrain from engaging in conversation with candidates, agents or observers in attendance.
- Remain impartial at all times

After the count

- Remain seated until the Returning Officer has announced the result(s).
- Leave the count when authorised to do so by the Count Supervisor.

DISQUALIFYING FACTORS

The Returning Officer is not permitted to employ anyone who is carrying out duties on behalf of any political party or candidate at the election.

All appointed staff will be required to sign a declaration confirming their agreement to maintain the secrecy of the poll.

The Returning Officer and / or Electoral Services have the right to revoke any appointment at any time if it is believed that the obligations inherent in that appointment are not being met. If your appointment is revoked, you must return all items issued to Electoral Services immediately.

Any indication of sexist, racist or anti-disability attitudes, or any other attitudes inconsistent with the Council's Equal Opportunities Policy, will result in the immediate termination of any appointment.

Asylum and Immigration Act 2006: The Returning Officer is required to ensure that all staff working on the Election are entitled to work in the United Kingdom. Staff who are not an employee of London Borough Newham must provide a current passport or, if not available, must contact the Election Services office for the full list of documents that can be accepted. Please note that staff must bring in the original document in person in order to be verified.

NOTE

This job description reflects the current requirements of these posts, and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change as necessity requires.

The Returning Officer is under a duty to protect the public funds administered, and to this end may use the information you have provided on this form for the prevention and detection of fraud. They may also share this information with other bodies responsible for auditing or administering public funds for these purposes.