

**London Borough of Newham
Job Profile**

Job Title: Count Supervisor	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/Election Services Manager
- Manage a team to verify ballot boxes and the sorting and counting of the votes
- Complete count paperwork
- 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/Deputy Returning Officer/Returning Officer
2. The postholder will be required to work for the duration of the count, however long that last. 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 Supervisors are required to attend a briefing session. 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 Failure to attend this briefing could lead to any appointment offered being rescinded.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 venue within Newham. No food or drink (except water) may be consumed in 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, Count Supervisors 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

- Sign in all staff allocated to your team
- Brief your team on procedures, ensuring they all understand their duties
- Direct your team to verify and count the contents of all ballot boxes allocated to you.
- Direct your team to divide the verified ballot papers as necessary, and count those papers using the method required.
- Complete paperwork for each stage as required
- Manage recounts for either of the above stages as required.
- Assist other teams with their verification and count, if instructed.
- Provide guidance to candidates, agents or observers in attendance as to the count procedure, answering any questions they have
- Remain impartial at all times

After the count

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

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 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.