Job Description - Count Supervisor

The Count team
The purpose of the Verification/Count team is to open ballot boxes, ensure the contents agree with the Ballot Paper Accounts and then count the votes for each candidate in the election.

The Count Supervisor Role
The role of the Count Supervisor is undertaken in a pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made. They must:
- Attend training if required.
- Have read and agreed to the terms of the Secrecy Requirements.
- Act impartially at all times and respect confidentiality of material handled.
- Be polite and professional when dealing with candidates, agents, councillors or guests.

Duties
The Count Supervisor will be responsible for a team of varying size as designated by the Returning Officer. They will be responsible for:

- **Verification**
  - Allocation the contents of ballot box to Count Assistants
  - Supervision of the counting of the number of ballot papers
  - Agree figures with the Control Desk
  - Supervision of re-counting of the contents if required

- **Counting**
  - Allocation of contents of ballot box to Count Assistants.
  - Supervision of the division of ballot papers into votes for individual candidates and counting them
  - Employment of counting methods designated by the Returning Officer
  - Advising figures to the Control Desk
  - Supervision of recount if required.

The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. If the Count takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning. You will be given adequate breaks and refreshments will be provided.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

Requirements
- Numeracy
- Accuracy and attention to detail
- Excellent communication skills and the ability to explain procedures
- Punctual and reliable
- Calm under pressure
- Must not have worked in support of a political party/candidate at the election (whether paid or unpaid)
- Must not have been convicted of an offence under Electoral Legislation
- Be willing to attend training/briefing sessions as required
- Acceptance and adherence to the terms of Secrecy Requirements
- Previous experience as Count Assistant essential

Pay (2018) £17 per hour for night count starting at 10pm + £60