Job Description - Polling Station Inspector

The Polling Station Team
The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere. Polling Stations are open from 7:00am until 10:00pm on polling day. Polling Station Inspectors are required to tour polling stations as instructed by the Returning Officer. They must maintain the secrecy of the vote and the integrity of the voting process.

The Polling Station Inspector
Polling Station Inspectors are responsible for ensuring that polling stations are open and operating in accordance with election rules and the instructions of the Returning Officer. They must have a comprehensive knowledge of the voting procedures and the ability to deal with and correct any problems or situations that arise.

The Role
- Comply with any instructions from the Returning Officer
- To tour polling stations and report back as required
- To ensure that all polling stations are open, correctly staffed and signed, with all equipment in place and that all functions of the polling station are correct
- To maintain the secrecy of the ballot
- To assist the Returning Officer with the resolution of any operational problems and to distribute polling equipment and stationery if required
- To collect and return postal votes from polling stations to Electoral Services

Duties
Before polling day
- Attend training sessions and briefings provided by the electoral services office
- Collect instructions concerning polling stations to be visited and plan route

Polling day
- Start touring polling stations from 6:30am
- Ensure the polling station has opened on time
- Be prepared to erect polling booths and transport ballot boxes if necessary. This involves some lifting.
- Ensure that the layout of the polling station takes all voter needs into account
- Be aware of access issues at the polling station
- Ensure that health and safety at the polling station for all staff and visitors is being attended to by the Presiding Officer
- Ensure that all signs and instructions are clear, visible and remain in place
- Ensure that the polling station is neat and tidy
- Ensure that the presiding officer has all the appropriate stationery and equipment
- Ensure that the register of electors is being marked correctly and that the electors' electoral numbers are being correctly recorded on the corresponding number lists
- Ensure that ballot papers are being issued correctly to voters
- Ensure that voters can cast their votes in secret and can put them into the correct ballot box
- Provide assistance to polling station staff and voters where appropriate
- Ensure that the attendance of those entitled to be present in the polling station, eg candidates, agents, representatives of the Electoral Commission, is being managed effectively and that they do not interfere with the voting process
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times
- Monitor the activities of tellers outside polling places
- Collect postal votes handed in during the day and correctly complete the paperwork provided by the Returning Officer
- Ensure that postal votes collected are kept securely out of sight at all times. Deliver postal votes to Electoral Services at regular intervals during election day.

Requirements
- To have some supervisory skills and be able to communicate effectively to other members of the team
- Must have at least 2 years’ experience as Presiding Officer
- A valid driving license, own car with business use car insurance essential
- Must be able to empathise with electors and refer any request for other information to the office
- To be able to communicate with the public, some of who may be confused, distressed or aggressive
- To exercise tact and discretion when dealing with members of the public in difficult situations
- Must understand the value of teamwork, and own role as a team leader/member
- Must have experience of working with the public
- Able to work long hours
- Able to present and discuss information in a confident and customer friendly manner
- Must be able to attend a training / briefing session and follow instructions with respect to election materials and procedures
- Is familiar with the basic requirements of personal safety

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.

Pay (2018) £240