

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Presiding Officer

Responsible to: Returning Officer

Job Objective: To ensure that voters can cast their vote in secret, free from influence and in a calm atmosphere.

Polling stations are open from 7am until 10pm on election day. Staff are required to arrive at the polling station at 6.15am to set up the equipment. Staff are not permitted to leave the premises during polling hours to maintain the secrecy of the vote.

Main Duties & Responsibilities:

- To be responsible for the conduct of the ballot in your polling station.
- To be responsible for the management of your polling staff.
- To ensure the accurate delivery of the poll and account of all ballot papers.
- To ensure the secrecy and security of the ballot at all times.
- To ensure that all electors are treated impartially and with respect.
- To comply with any instructions from the Returning Officer.

Before Polling Day

- To attend training sessions and undertake online training as required.
- To liaise with the key holder and make arrangements for the opening and closing of your polling building.
- To visit the polling station in advance to ensure polling day arrangements are in place.
- To make contact with your Poll Clerk(s) at least a week before polling day to check their understanding of their role and confirm arrangements.
- To make contact with other Presiding Officer(s) if you are in a polling place with multiple polling stations.
- To collect the ballot box(es) at the arranged time, check the contents and keep secure.

On Polling Day

- To transport the ballot box(es) and contents to the polling station.
- To organise the layout of the polling station taking all voter needs into account.
- To ensure that the supplied voting aids are available to electors should they require them and polling staff are familiar with using a tactile voting device.

- To take responsibility for health and safety at the polling station for all staff and visitors.
- To ensure that the polling station opens and closes at the required times.
- To ensure that all signs and instructions are clear, visible and remain in place.
- To instruct and supervise the work of the Poll Clerk(s) and ensure that the correct procedure for voting is followed.
- To account for, and be responsible for, all ballot papers, issued and un-issued.
- To mark electors' electoral numbers on the corresponding numbers lists.
- To issue ballot papers to voters.
- To ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- To ensure that voter identification is asked for and checked before ballot papers are issued.
- To ensure that electors understand the new voter identification requirements including what constitutes an acceptable form of ID.
- To be responsible for refusing a voter a ballot paper where no ID is presented; or you do not consider the ID to be a good likeness; or consider it to be a forgery.
- To deal with members of the public in a helpful, polite and professional manner.
- To receive postal votes delivered by hand, ensuring that correct procedures are followed and paperwork completed.
- To manage the attendance of those entitled to be present in the polling station, eg candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process.
- To be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- To monitor the activities of tellers outside the polling place.

Close of Poll

- To ensure that ballot papers are issued promptly to any voters waiting in a queue at the polling station at 10pm.
- To supervise the dismantling of the polling station and ensure the building is returned to good order.
- To complete the ballot paper account and associated paperwork and pack up documents in accordance with instructions given by the Returning Officer.
- To deliver the ballot box(es) and associated paperwork to the drop-off points promptly in accordance with the Close of Poll Instructions.

You cannot be employed if you have carried out any duties on behalf of any political party or candidate at the election.

Date of issue: January 2024