ELECTORAL SERVICES
CASUAL ELECTION STAFF

SENIOR COUNT ASSISTANT JOB DESCRIPTION

WOKINGHAM BOROUGH COUNCIL

The Verification/Count team

The purpose of the Verification/Count team is to open ballot boxes and ensure the contents agree with the Ballot Paper Accounts. The team are also responsible for counting the votes, and if required, recounting the votes, for each candidate in the election.

The Senior Count Assistant Role

The role of the Senior Count Assistant is undertaken in a high-pressure environment. Senior Count Assistants distribute ballot papers amongst the team and ensure the team follow the correct counting method. They require focus, and care must be taken to ensure a high level of accuracy when counting. They also require an ability to motivate others to maintain accuracy when counting within the team.

They must:

- Attend training if required.
- Arrive at the Count venue promptly and sign-in on arrival.
- Have read and agree to the terms of the Statement of Secrecy.
- Always act impartially and respect confidentiality of material handled.
- Work whilst being observed by candidates and agents.
- Be polite and professional when dealing with candidates, agents, councillors or guests.
- Remain at the Count venue until the end of the count and sign-out at the end of shift.

Duties:

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

<u>Verification</u>

- Allocate contents of ballot box to Count Assistants.
- Supervise the counting of the number of ballot papers.
- Agree figures with Verification Table
- Supervise re-counting of the contents if required.

<u>Count</u>

- Allocate contents of ballot box to Count Assistants.
- Supervise the division of ballot papers into votes for individual candidates and counting votes using the method designated by the Returning Officer.
- Advise figures to the Count.
- Supervise re-count of vote, 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. You must be prepared to stay as long as it takes and should bring your own food in case it is a lengthy process. 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.

Eligibility:

The Returning Officer is not permitted to employ anyone who is/or has performed duties on behalf of any political party or candidate at the election, or who has been convicted of an offence under electoral legislation.

Post holders must be entitled to work in the UK (in accordance with the provisions of the Asylum and Immigration Act 1996). They must provide evidence of their eligibility to work in the UK (known as a 'right to work' check).

The right to work check must be completed prior to taking up the job role, so we ask successful applicants to provide this evidence as soon as possible

If the Count is due to be held during the day, post holders must be 16 or over. If the Count is due to be held overnight, post holders must be 18 or over.

Rate of pay (Friday daytime) and working time:

- Hourly fee: £22.30 per hour (including holiday pay)*
- Date of employment: Friday 7th May 2027
- Start time: 8.30am
- Total working time: 7-8 hours (approx.) but if a recount is required, Senior Count Assistants must remain until the count is finished.
- Place of work: Loddon Valley Leisure Centre, Rushey Way, Lower Earley, RG6 4GD

* Elections staff do not pay Class 1 National Insurance contributions for fees received at parliamentary or local elections.

Rate of pay (Saturday daytime) and working time:

- Hourly fee: £33.45 per hour (including holiday pay)*
- Date of employment: Saturday 8th May 2027
- Start time: 9am
- Total working time: 7 hours (approx.) but if a recount is required, Senior Count Assistants must remain until the count is finished.
- Place of work: Loddon Valley Leisure Centre, Rushey Way, Lower Earley, RG6 4GD

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SENIOR COUNT ASSISTANT
PERSON SPECIFICATION

WOKINGHAM BOROUGH COUNCIL

EXPERIENCE	
Essential	**Desirable**
Previous experience as Count Assistant.	

SKILLS/PERSONAL ATTRIBUTES	
Essential	**Desirable**
Numerate. Accuracy and attention to detail. Strong communication skills. Ability to explain procedures. Punctual and reliable. Calm under pressure. Team player and flexible attitude. Ability to remain politically neutral.	

OTHER	
Essential	**Desirable**
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 Statement of Secrecy.	