

Job Description and Person Specification

Job title:	Count Assistant
Directorate:	Resources
Service:	Legal and Strategic Support
Team:	Electoral Services
Post number:	Casual
Salary range:	Please refer to our current rates of payment document
Work location:	Count hall (to be confirmed)
Reports to:	Count Supervisor
Supervises:	n/a

Job Purpose

To assist the Count Supervisor in carrying out the following:

- To ensure that the ballots are verified and agreed with the ballot paper account, and the counting of the votes for each candidate in the election.

Main Duties and Responsibilities

- Before the day of election, accept your appointment and read and agree to the terms of the Statement of Secrecy.
- You will be on duty until the completion of the count and the declaration of all the results. Start time will be confirmed by the Elections Office.
- You will be expected, under supervision of your Count Supervisor, to:
 - (i) Work as part of a team
 - (ii) Follow instructions from your Count Supervisor
 - (iii) Sort and count ballot papers quickly and accurately
 - (iv) Re-count ballot papers as required
 - (v) Work subject to the Secrecy requirements
 - (vi) Work until the whole count has been completed
 - (vii) If asked, to assist with the clearing up after the count has finished
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.

Payment

Your payment will be made into your bank account by BACS at the end of the calendar month. Any mileage/public transport claims need to be received by the Elections Office no later than 5.00pm on the Tuesday following the election otherwise they will not be paid.

To avoid a delay in your payment, please notify us if you've changed your bank account details in the last year.

Person Specification	
Qualifications	Essential/ Desirable
GCSE grade C or above, or the equivalent, in English and Maths	E
Experience	
None needed – training will be provided	-
Knowledge and understanding	
None needed – training will be provided	-
Skills and abilities	
Have good attention to detail	E
Understand how to deal with sensitive information	E
Able to work under pressure	E
Work-related personal qualities	
A friendly and approachable manner	E
Other work-related requirements	
Ability to work evenings	E
Full, clean driving licence	D