

Postal Vote Issuing Supervisor Job Description (PVIS)

The Postal Vote Issuing Team

The role of the Postal Vote Issuing Supervisor is to ensure that the Postal Vote Issuing Clerks issue postal voting packs to electors (or their proxies) who have chosen to vote by post, rather than in person at a polling station. Supervisors are responsible for providing instructions and support to clerks, but also for monitoring the process and ensuring packs are collated correctly before being sealed. They are required to confirm the final total number of packs upon collection by Royal Mail.

Postal vote issuing takes place over 2-3 full days in the lead up to election day, on days and at times designated by the (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer.

As a Postal Vote Issuing Supervisor, you will take instructions from Returning Officer or appointed deputies and monitor the process to ensure we have issued postal packs in accordance with the rules.

Supervisors must:

- Read through your appointment letter thoroughly to ensure you understand the instructions provided by the Returning Officer and agree to the Statement of Secrecy
- Attend any compulsory training sessions or briefings provided by the Electoral Services Office
- Comply with any instructions from the Returning Officer/Acting Returning Officer/Local Returning Officer/Counting Officer or appointed deputies.

Duties:

- Work alongside other Supervisors with support from the Electoral Services team
- Set up the postal vote issuing venue
- Provide Postal Vote Issuing Clerks with the correct numbered issue sheets, paperwork, envelopes and ballot papers
- Collect any postal packs that have been highlighted and pulled, record, them and place them in the relevant receptacle
- Collect fully collated postal packs from the clerks and check their accuracy, check that the outgoing address is showing in the outer envelope window and check the postal pack totals against the issue sheets
- Once sealed by the clerks, collect and place the postal packs in Royal Mail crates for the relevant area and record the total

In return, you can expect:

- A face to face training session ahead of the first day of postal vote issuing
- Full instructions and support from the Electoral Services team on how to set up the venue
- All stationery and equipment to carry out your duties
- Tea, coffee and water provided for refreshment breaks
- Payment to be made within four weeks of polling day into your nominated bank account

Personal Specification

Essential

- Working knowledge of the electoral process
- Ability to work independently
- Good timekeeping, punctual and reliable
- Fully literate and numerate
- Ability to carry out work as instructed
- Remain calm under pressure
- Attend all relevant training as necessary
- Ensure the requirements of relevant guidance and regulations are met as expected which is provided in training
- Ability to work alone and as a team
- High level of accuracy and attention to detail

Desirable

- Previous line-management or supervisory experience
- Experience of postal vote issuing

Updated: February 2024

This information is provided for guidance only and may be subject to change without notice.