



## Postal Vote Opening Supervisor/Manager Job Description (PVOS/PVOM)

### The Postal Vote Opening Team

The role of the Postal Vote Opening Supervisor/Manager is to ensure that the Postal Voting Opening/Scanning Clerks open and scan postal packs returned by 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 clerk/scanners, but also for monitoring the process and ensuring packs are verified and counted correctly. They are required to adjudicate all postal packs and confirm the final total of ballot papers going forward to the count.

Postal vote opening takes place over 10 full or half days in lead up to Election Day, on days and at times designated by the (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer. The length of time the postal vote opening takes place each day will depend on the size and nature of the election and the number of postal vote envelopes received.

**As a postal vote opening supervisor, you will take instructions from Returning Officer or appointed deputies and monitor the process to ensure we have opened and verified postal packs in accordance with the rules.**

The Postal Vote Opening Supervisor/Manager is responsible for overseeing the smooth running of the opening and scanning of the postal ballot envelopes and must have a good knowledge of all the procedures for opening of the postal and postal proxy votes. The greatest of care and accuracy has to be taken to ensure that mistakes are not made.

### Supervisors must:

- Read through your appointment letter thoroughly to ensure you understand the instructions provided by the returning Office 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 opening venue and assist with testing the ICT equipment
- Communicate the process to any candidates and agents in attendance and follow guidance to allow them to oversee the opening process
- Oversee the process to verify the total number of postal vote B envelopes received, opening and sorting the contents of the B envelopes, scanning the postal voting statements and counting the ballot papers
- Resolve any queries that arise

- Adjudicate any postal vote statements where dates of birth and signatures are missing or don't match the system, pull out any rejections and place in the relevant trays
- Supervise the Clerks as they open the remaining postal vote A envelopes and remove the ballot paper(s)
- Total all batch headers for the day and record the total number of ballot papers going forward to the count
- Ensure ballot papers are kept secure and maintain the secrecy of the ballot at all times
- Complete all paperwork and seal ballot papers, postal vote statements and rejected votes at the end of each session

### **In return, you can expect:**

- A training session ahead of the first day of postal vote opening
- Full instructions and support from the elections 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 and remain calm under pressure
- 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
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- High level of accuracy and attention to detail

### **Desirable:**

- Previous line-management or supervisory experience
- Experience of postal vote opening
- Experience in using ICT

Updated: March 2025

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