

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

The Postal Vote Opening Team

The purpose of the Postal Vote Opening Supervisor/Manager is to ensure that the Postal Voting Opening Clerks/Scanning Clerks open, check, verify and tally the postal packs returned by electors, or their proxies, who have chosen to vote by post, rather than in person at a polling station in a secure manner. Votes for candidates are NOT counted as part of this process.

The Postal Vote Opening Supervisors/Managers are employed either for a full day or half day 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 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.

They must:

- Attend training on the first day of the opening
- Sign their appointment form
- Read and agree to the terms of the Statement of Secrecy
- Act impartially at all times and respect confidentiality of material handled
- Dress appropriately in neutral colours
- Avoid getting involved in any controversial or political conversations between candidates, representative or campaigners
- Follow instructions and flowcharts provided by the (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer
- Ensure their conduct is exemplary due to the high profile nature of the election
- Communicate the process to any candidates and agents

Duties:

The Postal Vote Opening Supervisor/Manager will be responsible for a team of varying size as designated by the (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer They will:

- Work with other Supervisors
- Help to sign in all staff as they arrive
- Allocate postal packs to the Postal Vote Opening Clerks to open
- Supervise the Postal Vote Opening Clerks as they open postal packs
- Supervisor the Postal Vote Opening Scanning Clerks as they scan the postal vote statements
- Adjudicate any postal vote statement that don't match and place in the relevant tray
- Pull out any ballot papers that the postal vote statement have been rejected for
- Update batch headers with correct figures
- Do random spot checks to check accuracy
- Sign off each set of postal vote opening sessions
- Complete all paperwork and seal postal vote statement and rejected votes

- Advise the (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer numbers of the number opened and going forward to the count

The length of time the postal vote opening takes place each day will depend on the size and nature of the election and whether more ballot papers have been received. You must be prepared to stay as long as it takes, and may wish to bring your own food in case it is a lengthy process. You will be given adequate breaks and refreshments will be provided.

The (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

Pension

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme. If you fit the criteria to be entitled to this we will write to you again closer to polling day with information regarding enrolment.

Payment

Payment will be made to a designated bank account after polling day. A payment date will be communicated to staff once confirmed.

Updated: April 2016

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