

## **Polling Station Inspector Job Description (PSI)**

### **Purpose of the Polling Station Inspector**

The role of the polling station Inspector is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Polling stations are open from 7.00am until 10.00pm. On polling day, staff will be working a 16.5 hour day which includes assisting with setting up and closing down the polling station.

Inspectors will monitor polling station staff and the voting procedures in polling stations and ensure they are operating in accordance with the election rules.

They will assist the elections team with any questions or issues from polling station staff, candidates and agents regarding any part of the polling process and also relay any messages from the elections team to polling station staff of anything that has arisen during the day.

**Polling station inspectors are responsible for the conduct of the ballot in the polling stations and must have a good knowledge of voting procedures. You will be expected to:**

### **Before Polling Day:**

- 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 and briefings provided by the Electoral Services Office and read the polling station handbook provided
- Collect your stationery and equipment, check the contents and keep secure.
- Contact the Presiding Officers of your designated stations to introduce yourself and arrange your first visit
- Meet with Presiding Officers when they are setting up their polling station to sign off their layout, ensuring there are no health and safety issues and they have taken all voter needs into account

### **On Polling Day**

- Ensure all designated polling stations are fully set up and ready to open for 7:00am, reporting any access issues to the elections team
- Dress in neutral colours & act impartially, respectful, helpful and with politeness and professionalism at all times. Conduct must be exemplary due to the high profile nature of elections
- Visit all designated polling stations at least four times throughout the day, assisting with queries and reporting any issues to the elections team
- Monitor and assist (where necessary) polling station staff in ensuring the proper procedures are being followed

- You must ensure that all electors are treated with respect and receive the same experience wherever they are and whatever time they vote, including those voters with any type of disability
- Maintain the secrecy of the ballot at all times
- Resolve any operational issues and distribute any additional equipment as required
- Assist with the collection of postal votes that have been handed in at a Polling Station and ensure all postal vote handling paperwork has been completed correctly before delivering them to the elections team
- Support Presiding Officers with Voter ID determinations and assist with organising privacy checks if required (with appointed Deputy Returning Officer powers by the Returning Officer)
- Ensure Presiding Officers know the process for the close of poll so that they complete and seal their paperwork correctly
- Respond to instructions from the (Local/Acting/Deputy) Returning Officer/Counting Officer.

**In return, you can expect:**

- Detailed face to face training in your role and responsibilities
- Additional online training at national scale elections with access to the training module throughout the election period
- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Polling Station Inspector
- Direct-line contact to the Elections Office who will assist with queries and advise on any contentious issues
- Payment to be made within four weeks of polling day into your nominated bank account

## **Personal Specification**

**Essential**

- Working knowledge of the electoral process
- Access to own car which is insured for business use
- Ability to work independently and remain calm under pressure
- Good timekeeping, punctual and reliable
- Ability to travel to any polling station within Herefordshire authority
- Previous line-management or supervisory experience
- Fully literate and numerate
- Good communication skills
- Ability to carry out work as instructed
- Attend all relevant training as necessary
- Ensure the requirements of relevant guidance and regulations are met as expected which is provided in training
- High level of accuracy and attention to detail

## **Desirable**

- Previous customer service experience
- Diplomacy and tact when working with members of the public
- Experience of having worked at a Polling Station

**Updated: January 2024**

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