



# Northumberland County Council

## Job Description

Post:	Polling Station Inspector
Fee:	£411.09 inc. training
Mileage:	45p per mile
Responsible To:	Returning Officer, PSI Supervisor
Responsible For:	Presiding Officers and Poll Clerks at Specific Polling Stations in a designated area

### Main purpose of the Job

To carry out an initial Covid compliant suitability inspection of designated polling places & stations, in the months prior to the election date. Using the tablet provided to answer questions.

To contact polling station staff prior to election date to confirm receipt of appointment and acceptance of role.

To inspect a designated number of polling stations to ensure that the polling staff are complying with statutory requirements and instructions issued by the Returning Officer on at least three occasions during polling day.

To use a tablet and an app to answer questions on polling station set up and suitability and give a running total of postal votes received and elector turn out throughout the day.

To collect postal vote envelopes from polling stations at compulsory times and take to a designated drop off point throughout the day, as instructed.

To troubleshoot problems on polling day, providing a mobile resource to support the Elections hub.

To assist with the closure of polling stations as and when required.

To attend the ballot box handover and stay until all ballot boxes have been received, if applicable.

### Special Conditions

- The post holder must not have helped or been employed in any way, either directly or indirectly, either for or against any candidate, election agent or political party involved with this election.
- The first round of inspections must take place prior to the opening of poll at 7.00am.
- Ability to meet the travel requirements of the post.
- Use of a mobile phone.
- Use of a handheld tablet device for recording purposes (device and training to be given).

## **Main duties**

- Attend a training session, collect stationery and tablet device.
- Read and gain familiarity with the handbook for polling station staff and any other instructions issued by the Returning Officer.
- Comply with any instructions issued by the Returning Officer, their deputies, the Elections Office, the PSI Supervisor and Elections hub.
- Act impartially at all times.
- Be polite and professional in dealing with voters, candidates and agents and others entitled to be present in the polling station.
- Maintain the secrecy of the ballot at all times.
- Inspect a designated number of polling stations to ensure that polling station staff are complying with statutory and local guidance and instructions issued by the Returning Officer.
- Correct any errors in procedure, polling station layout etc. and report any significant issues to the PSI Supervisor or Elections hub.
- Make sure that all signs, notices are clear, visible and correctly positioned in line with guidance.
- Respond to any requests for assistance, additional election materials, supplies etc. made by Presiding Officers via the PSI Supervisor or Elections hub.
- Collect and record numbers of postal votes handed in at polling stations and be responsible for their security and delivery to a central drop off point.
- To record the elector turn out throughout the day.
- To attend a handover of ballot boxes, if applicable.
- At the close of poll to attend one of the designated reception venues, if applicable and to return all stationery and equipment.
- Transport late postal vote envelopes or ballot boxes delivered to the reception venues to the count venue, if applicable

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.