



Count Zone Supervisor Job Description (CZS/CZS2)

The Counting Team

The purpose of the Count Zone Supervisor is to oversee the Table Supervisor open each ballot box separately, ensuring that all the contents agree with the verified figure on the Ballot Paper Account and sign the paperwork. If there are any discrepancies between the figures on the ballot paper account and the unused ballot papers they would need to be investigated, verified and signed off.

Deal with any questions from candidates and agents regarding anything to do with any part of the verification or count process.

Inform candidates and agents when doubtful ballot papers are being dealt with at each table. Deal with any queries on doubtful ballot papers and any rejections from candidates and agents.

Oversee the Table Supervisor with the mini count processes, making sure all the paperwork has been completed correctly so everything balances back to the verified figures. Securing all ballot papers and paperwork at the close of the count.

The verification and count may take place on the same evening following the close of poll and staff are expected to work until finished. In some cases the verification will take place following the close of poll and the count will take place the following day.

The Count Zone Supervisor will also assess and monitor count staff's behavior, their experience in the role, plus who may need more training.

They must:

- Have a 45 minute training session
- Must give a 30 minute training session to the Table Supervisors
- Oversee that the Table Supervisors give a 10 minute training session to the Counting Assistants and Table Supervisor Assistant
- 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, representatives or campaigners
- Ensure their conduct is exemplary due to the high profile nature of the election
- Follow instructions provided by the Election Team

Duties:

The Count Zone Supervisor 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 as a team
- Supervise the Table Supervisor and their staff
- Oversee the verification process
- Investigate discrepancies
- Deal with doubtful queries
- Supervisor mini counts
- Supervise re-counts
- Liaise with candidates and agents
- Sign off the paperwork
- Oversee the sealing of ballot papers and paperwork
- Assess and monitor count staff

The length of time the count will take, will depend on the percentage of turnout voted. 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 count. 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. All staff will be required to sign their agreement to maintain the secrecy of the poll.

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: March 2025

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