

Table Supervisor Job Description (CS/CS2)

The Counting Team

The purpose of the Table Supervisor is to open all ballot boxes in turn, ensuring the content agrees with the verified figure on the Ballot Paper Account and supervise a team of Counting Assistants and the Table Supervisor Assistant to verify and then count the votes.

The Table Supervisor is also responsible for completing all the paperwork as an audit of what has happened at the count and then sealing all the ballot papers and paperwork.

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.

Table Supervisors are responsible for the handling of the ballot papers and must take the greatest of care to ensure that mistakes are not made.

They must:

- Have a 30 minute training session at the beginning of the count
- Must give a 10 training session to the Counting Assistants at the beginning of the Count
- 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 Count Zone Supervisor

Duties:

- Work as a team
- Supervise the Counting Assistants and Table Supervisor Assistant
- Oversee the verification of the ballot papers and check against the ballot paper accounts
- Deal with doubtful ballot papers with the assistance of the Count Zone Supervisor
- Supervise any re-counting of votes if required
- Sign and seal all the paperwork
- Liaise with candidates and agents

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: October 2019

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