

## Postal Vote / Scan Centre Jobs to include:

<b>Postal Vote/Scan Centre Supervisor</b>	<b>Scan Centre Table Supervisor</b>
<b>Postal Vote Courier</b>	<b>Postal Vote Courier Supervisor</b>
<b>Postal Vote Scan Adjudicator</b>	<b>Postal Vote Opener</b>

### **Postal Vote/Scan Centre Supervisor**

You will be employed as a Postal Vote/Scan Centre Supervisor. Your role is to oversee the table supervisors ensuring that the process of opening the postal votes is being carried out as instructed and in accordance with the secrecy of the ballot. You will be required to liaise on a regular basis with the Scan Centre Manager. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Good communication, reading and management skills*
- ✓ *Be professional*
- ✓ *Able to multi-task*
- ✓ *Give clear instructions*
- ✓ *Work under pressure*
- ✓ *Be accurate*
- ✓ *Mathematically competent*
- ✓ *Understand the role of the Scan Centre Table Supervisor, Postal Vote Scan Adjudicator and Postal Vote Opener, including explaining the process to staff*

### **Scan Centre Table Supervisor**

You will be employed as a Scan Centre Table Supervisor. Your role is to supervise the postal openers ensuring that the process of opening is being carried out as instructed and in accordance with the secrecy of the ballot. You will be required to liaise on a regular basis with the Scan Centre Supervisor. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Fit and capable of handling potentially heavy items of equipment*
- ✓ *Good communication and management skills*
- ✓ *Be professional*
- ✓ *Able to multi-task*
- ✓ *Give clear instructions*
- ✓ *Work under pressure*
- ✓ *Be accurate*
- ✓ *Mathematically competent*
- ✓ *Understand the role of the Postal Vote Openers, including explaining the process to staff*

### **Postal Vote Courier**

You will be employed as a Postal Vote Courier. Your role is to visit those polling stations allocated to you and collect any postal votes handed into the station by electors. You are required to complete the necessary paperwork to create an audit trail of postal votes collected and delivered by you. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Good communication, reading and writing skills*
- ✓ *Be professional*
- ✓ *Follow Instructions*
- ✓ *Able to drive and have own transport*
- ✓ *Work well as part of a team*

### **Postal Vote Courier Supervisor**

You will be employed as a Postal Vote Courier Supervisor. Your role is to ensure that the Postal Vote Couriers collect and return postal votes that have been handed into the polling stations in the evening prior to the verification starting at 10pm. You will be required to liaise closely with the Scan Centre Manager. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Good communication and management skills*
- ✓ *Be professional*
- ✓ *Give clear instructions*
- ✓ *Work well as part of a team*
- ✓ *Mathematically competent*
- ✓ *Understand the role of the Postal Vote Couriers, including explaining the process to staff and training*

### **Postal Vote Scan Adjudicator**

You will be employed as a Postal Vote Scan Adjudicator. Your role is to scan the postal vote statements in their batches to check to see if the signature and date of birth match their original postal vote application. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Be confident in using a laptop and scanner*
- ✓ *Good communication skills*
- ✓ *Be professional*
- ✓ *Work well as part of a team*

- ✓ *Mathematically competent*
- ✓ *Follow instructions*
- ✓ *Work under pressure*
- ✓ *Make decisions*
- ✓ *Work to a high degree of accuracy, applying rigorous standards throughout all sessions of work*

### **Postal Vote Opener**

You will be employed as a Postal Vote Counter. Your role is to work within a team to open postal votes, check ballot paper details and count postal votes. You must be politically neutral and not provide any form of assistance whatsoever to any candidates, agents, campaign groups or political parties in elections or referenda.

*The required skills for this role are:*

- ✓ *Work well as part of a team*
- ✓ *Mathematically competent*
- ✓ *Follow instructions*
- ✓ *Work under pressure*
- ✓ *Make decisions*
- ✓ *Maintain accuracy*
- ✓ *Dexterous handling of paper and envelopes*