



- Carry out any cleaning duties and tidy the polling station area as instructed by the Presiding Officer.
- Carry out any other polling station duties as required.

### **Close of Poll**

- Remain at the polling station for as long as necessary after the close of poll to assist with the required close of poll procedures and deconstruction of the Polling Station.

### **Colleagues, Self and Partners**

- Members of the Public – to engage with politely and portray a professional manner at all times.
- Polling Station Colleagues – work together, provide timely information, provide help and support.
- The Returning Officer and Electoral Services Team – adhere to all instructions given.
- Election Candidates, Agents and Observers – although the work can be watched by observers, there is not expected to be any formal contact or communication.

### **Managing Resources (people, equipment, buildings)**

#### *Accountability*

- Assist with set up and break down of polling station layout and polling booths.
- Perform regular cleaning duties as instructed by the Presiding Officer.
- Ensure building is left clean and returned to good order after the close of poll.

### **Role Requirements**

- Must consent to working in excess of the normal working hours provided for by the working time directive.
- Must be able to provide evidence of eligibility to work in the UK.
- Must not work on behalf of a candidate during an election campaign, nor be related to a prospective candidate.
- Must have read and agreed the terms of the Statement of Secrecy on appointment to the role.

### **Knowledge and Skills**

- Good, polite communications skills and ability to follow strict instructions.
- Good personal presentation and commitment to customer care.
- Good administration/organisational skills and attention to detail.
- Team player and flexible attitude.
- Punctual and reliable.
- Work effectively as part of a team.
- Access to transport (desirable).

### **Behaviours**

- Awareness of the Council's values.
- Awareness of the Council's safeguarding policy in their service area and how to report any concerns.
- Awareness of the Council's Health and Safety policy in their service area and committed to safe working practices.