Count Staff Role Profile

Job Family	Electoral Services
Job Title(s)	Count Supervisor Count Assistant Count Runner
Location	Westcroft Leisure Centre
Responsible to	Electoral Services Returning Officer (London Borough of Sutton)

General Information

Working in teams, count staff verify the total amount of votes cast after the close of poll, and then count and total the number of votes for each candidate.

If the Count takes place immediately after the close of poll, you will start work late into the night and into the early hours of the morning.

Count assistants will work in teams of varying sizes as designated by the Returning Officer.

The time a count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes.

The Returning 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.

You must not wear any colours or slogans relating to any Political Party.

Required experience for job roles:

Count assistant - Previous experience of working at a count is not essential.

Count runner - Previous experience of working at a count is not essential.

Count supervisor - A minimum of 2 years counting experience is required.

Duties of the Count Supervisor:

Duties include:

- Manage a team of counting assistants, checking names against the sign-in sheet on arrival, providing an up-to-date briefing on the process, and reminding them about the requirements for secrecy.
- Monitoring count assistant's performance throughout the count and ensuring counting assistants are deployed effectively.
- Ensure that all count assistants allocated to their table are present, that the necessary stationery is available on the team table, and check that the supervisor folder contains all listed documents.
- Ensure every ballot box, including the postal voting boxes, allocated to your team are counted accurately, recorded on the correct documents, and checked with the returning officer's assistants.
- When all ballot boxes have been verified provide trays for the sorting and counting of the votes.
- Complete count sheets with final totals and confirm with the Returning Officer's Assistants.
- Assist with the secure packing and sealing of the ballot papers, stationery, notices, etc. ready for transportation back to electoral services store.
- Comply with the requirements of health and safety legislation at all times, taking due care of themselves, colleagues, and others in attendance
- Be prepared to work until the count concludes (adequate breaks and drinks will be provided)
- Be required to sign and comply with the agreement to maintain the secrecy of the poll.

Duties of the Count Assistant:

Duties include:

- Verify the number of ballot papers in a ballot box
- Check the counting of others as required
- Inform the supervisor of the number of ballot papers counted
- Divide ballot papers into votes for individual candidates/options and count as instructed
- Identify doubtful papers and bring them to the attention of the supervisor
- Recount if required
- Comply with the requirements of health and safety legislation at all times, taking due care of themselves, colleagues, and others in attendance
- Be prepared to work until the count concludes (adequate breaks and drinks will be provided)

- Be required to sign and comply with the agreement to maintain the secrecy of the poll.

Duties of the Count Runner:

Duties include:

- To receive ballot boxes and bags from Presiding Officers.
- To take ballot boxes to the relevant allocated team.
- To sort packets, stationery, and equipment as directed by the team supervisor.
- Comply with the requirements of health and safety legislation at all times, taking due care of themselves, colleagues, and others in attendance
- Be prepared to work until the count concludes (adequate breaks and drinks will be provided)
- Be required to sign and comply with the agreement to maintain the secrecy of the poll.

How to apply:

To be added to our staffing database, email elections.staff@sutton.gov.uk providing the following information:

- Full name
- Home address
- Contact email address (must be unique to you as it will be your username on the staffing portal)
- Contact phone numbers
- Date of birth
- National Insurance number

You will be added to our staffing database. When we recruit for election staff, we will send you an email inviting you to select what work you would like to be considered for.

Please note, being on our database does not guarantee employment. If you are not initially selected for work, you will be added to our reserve list.