

# Greater London Authority Elections – Thursday 2 May 2024

## Job Descriptions

### Polling Station Staff

- Hours are 6am to finish (approximately 11pm) on **Thursday 2 May 2024**.
- There is a compulsory 1 to 1.5 hours training session for all polling staff.
- Presiding Officers - training online .
- Poll Clerks - training online.
- Health and Safety guidelines to be adhered to at all times.

### Senior Presiding Officer

- 1 per polling station.
- Lead officer for entire polling place.
- Required to inspect polling place well in advance of polling day.
- Responsible for supervising the Poll Clerks and managing the poll.
- Required to collect the ballot box, ballot papers and stationery before polling day and return all stationery at close of poll.
- Experience as a Poll Clerk on at least 3 occasions.
- Payment is expected to be £452.00 including transport of ballot boxes, use of mobile phone, training and holiday pay (rates may be amended slightly on formal appointment).

### Presiding Officer

- Lead officer for polling station.
- Responsible for supervising the Poll Clerks and managing the poll.
- Required to collect the ballot box, ballot papers and stationery before polling day and return all stationery at close of poll.
- Experience as a Poll Clerk on at least 2 occasions.
- Payment is expected to be £430.00 including transport of ballot boxes and use of mobile phone, training and holiday pay (rates may be amended slightly on formal appointment).

### Poll Clerk

- Up to 3 per polling station.
- Responsible for the issuing of ballot papers to voters, marking electoral register and checking Voter ID.
- Some previous electoral experience or customer service experience is helpful.
- Payment is expected to be £297.00 including training and holiday pay (rates may be amended slightly on formal appointment).

### Count Staff

- Verification and counting of ballot papers.
- Count to take place over **two days: 9am-5pm Friday 3 May and Saturday 4 May**.
- Count venue will be **WESTWAY SPORTS & FITNESS CENTRE, 1 Crowthorne Road, London W10 6RP**.
- Coaches will be provided from Merton Civic Centre to the count venue and back again.
- Preference will be given to staff who are available to work on both Friday and Saturday

### Count Assistants

- Responsible for counting the ballot papers.
- Must be able to count quickly and accurately in a pressurised environment.
- Payment for Friday's verification of ballot papers is expected to be £213.00, including travel to and from the venue, and holiday pay (rates may be amended slightly on formal appointment).
- Payment for Saturday's count is expected to be £255.00, including travel to and from the venue, and holiday pay (rates may be amended slightly on formal appointment).

## Count Supervisor

- Lead a team of count assistants to verify all ballot boxes.
- Must have experience of supervising at previous counts or be a council manager.
- Must be available for both the Friday and Saturday.
- Payment for Friday's verification of ballot papers is expected to be £290.00, including travel to and from the venue, training and holiday pay (rates may be amended slightly on formal appointment).
- Payment for Saturday's count is expected to be £348.00, including travel to and from the venue, training and holiday pay (rates may be amended slightly on formal appointment).

## Ballot Box Reception and Runners

- To retrieve ballot boxes and assorted stationery at the close of poll, and to carry ballot boxes and other electoral equipment to their correct place. Locate and organise necessary items in order to ensure all essential stationery returned from polling stations – Thursday 2 May 10pm, **CANONS LEISURE CENTRE, Madeira Road, Mitcham, CR4 4HD**
- To organise and move ballot boxes and associated stationery during the course of the count – Friday 3 May and Saturday 4 May 9am-5pm, **WESTWAY SPORTS & FITNESS CENTRE, 1 Crowthorne Road, London W10 6RP**
- Coaches will be provided from Merton Civic Centre to the count venue and back again (**Fri & Sat only**)
- Payment for Thursday evening is expected to be £123.00, including holiday pay (rates may be amended slightly on formal appointment).
- Payment for Friday's verification of ballot papers is expected to be £213.00, including travel to and from the venue, and holiday pay (rates may be amended slightly on formal appointment).
- Payment for Saturday's count is expected to be £255.00, including travel to and from the venue, and holiday pay (rates may be amended slightly on formal appointment).

## Postal Vote Staff

- Will be at least 10 postal vote opening sessions
- Hours will be from 9.30am until finish – approximately 5pm (22 April – 2 May)
- Final sessions on polling day will finish around midnight
- Those appointed would ideally be free to assist for the entire period to ensure consistency

## Postal Vote Openers

- Opening the postal vote envelopes and verifying the contents
- Counting the postal vote statements
- Counting the ballot papers
- Payment rate of £17.00 per hour

**Note:** If a General Election is called for the same day as the Greater London Authority elections, the dates of the count will change, and payment rates will be amended.

Ballot papers for all contests will be verified at the Canons Leisure Centre on the evening of Thursday 2 May, immediately after the close of poll. The General election count will begin as soon as the verification is completed. Count staff will work as part of two shifts on Thursday 2 and Friday 3 May. The first shift will work through the night on Thursday 2 May on the verification of all contests. These staff will be relieved in the morning of Friday 3 May by the second shift, who will complete the verification and count the general election ballot papers.

The Greater London Authority count will take place on Sunday 5 May.