



Argyll & Bute Council Election Staff

Job Description: Information Officer

The polling station team

The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Polling Stations are open from 7.00 a.m. until 10.00 p.m. On polling day, staff are required to arrive at the polling station sufficiently early, usually from 6am onwards, to set up the equipment in time for opening. In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff must not leave the premises during polling hours.

The Information Officer

Information Officers (IOs) are responsible for greeting voters and the efficient direction of people at the polling station, and providing information to all voters, especially those with special needs. The IO is the first election official that voters come in to contact with when they arrive to vote so they must ensure health and safety and appropriate measures are being used for directing voters appropriately to the correct polling station and must be able to assist the Presiding Officer as necessary.

The Role

To assist the Presiding Officer in carrying out the following:

- Meet and greet electors and visitors ensuring they are directed to the appropriate polling station or person;
- complying with any instructions from the Returning Officer;
- ensuring that all electors are treated impartially and with respect and
- maintaining the secrecy of the ballot

Duties

Help the Presiding Officer to carry out the following:

- erect polling booths, this involves some lifting;
- prepare the polling station for the opening of poll;
- directing electors to the correct polling station;
- assisting with accessibility requirements for electors;
- ascertaining purpose of any other visitors to polling station and directing as appropriate;
- keep the polling station neat and tidy;
- maintaining posters and information notices in good order throughout the day,



- any other polling station duties on the instruction of the Presiding Officer
- at the close of poll, help in the dismantling of the polling station and ensuring the building is returned to good order.

Conduct

The Information Officer must act impartially at all times and be polite and professional in dealing with voters, candidates and agents, and others entitled to be present in the polling station

Skills/Experience/Knowledge

Information Officers must have the following:

- good communication skills;
- a commitment to and understanding of the principles of customer care and equal opportunities in service delivery;
- the ability to understand and work to written guidance notes.

The following knowledge and experience would be desirable:

- some knowledge of the election process and
- some experience of customer focused frontline service.

Training

Training will be provided and attendance is compulsory.

Payment and Tax

The fee for each election is set by the Returning Officer and will be subject to income tax at basic rate.

Other Information

You will be working a minimum 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during hours of poll.

Important Note

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.

All staff who are appointed will be required to aid in maintaining the secrecy of the poll.

Immigration, Asylum and Nationality Act 2006



Under the terms of the Immigration, Asylum and Nationality Act 2006, only individuals who have a right to work in the United Kingdom are eligible for public appointments, including appointments made by the Returning Officer for elections. Staff who are offered an appointment will be asked to provide proof of eligibility.

Data Protection

The information which you provide will be processed by the Returning Officer, which is the 'data controller' for the purposes of Data Protection legislation and will only be used in relation to the proper management of the election process and in the administration of election staff. Information will be shared with our payroll service and, if you are required to work at any election, with HM Revenues & Customs for the purposes of payment and collection of taxes. We may also share your data in order to comply with our legal obligations to protect public funds.

You can find our full [Privacy Statement](#) on the Council Website.