



**Elections Office**  
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**Greater Manchester Mayoral Election**  
**Poll Clerks**

On 4<sup>th</sup> May 2017 there will be a Greater Manchester Mayoral Election and we are recruiting Poll Clerks for this election.

The fee for this role is to be confirmed but is expected to be in the region of £115.00 plus a £50.00 training fee.

If you would like to apply for the role of Poll Clerk, I would be grateful if you would complete, sign and return the attached application form by no later than **15th February**. Please note you are not guaranteed a post by completing the application form. **Please also note that we cannot guarantee you will be placed in your preferred polling station.**

Applicants will be appointed to the role subject to the successful completion of the training session; this is mandatory even if you have attended training sessions in previous years.

Please refer to the job description to ensure you are aware of the expectations of the role.

I look forward to hearing from you and if you have any further questions, please do not hesitate to contact me.

Yours faithfully

Caroline Cooke  
Electoral Services Manager



## **Poll Clerk**

**Fees have yet to be decided but will be in the region of: £115.00 (gross) plus a £50 training fee**

**Responsible to: Presiding Officer**

**Responsible for: n/a**

### **Main Purpose of the Role:**

As a Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up the polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

### **POLL CLERK**

#### **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

##### **KEY AREAS**

#### **You will be expected to:**

- Attend a training session
- Assist setting up your polling station and leave the building in a neat and secure state
- Work effectively as part of a team
- Complete the work assigned to you by your Presiding Officer
- Deal with members of the public in a helpful, polite and professional manner.
- Assist in marking the register and any other paperwork as required
- Work subject to the Secrecy Requirements
- Remain in the polling station while the poll is taking place (7am-10pm)

### **POLL CLERK**

#### **Estimated work commitment**

1.5 hours Training Session

15.5 Hours on polling day 6.30am to 10pm

### **POLL CLERK**

#### **You will also be expected to:**

Work positively and inclusively with colleagues and customers so that the service does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

Fulfill personal requirements, where appropriate, with regard to policies and procedures, health, safety and welfare, customer care, emergency, evacuation and security.

Work flexibly in the interests of the service.

**In return, you can expect**

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Supervision and guidance from your Presiding Officer
- Regular visits on polling day from a Polling Station Inspector
- Direct-line contact to the Elections Office who will advise on any contentious issues
- Contact details for your colleagues
- Payment in the region of £115.00 (gross) + £50 training fee



### Competencies

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> <li>Communicate effectively face to face, with a diverse range of people</li> <li></li> </ul>
Being customer-focussed	<ul style="list-style-type: none"> <li>Provides excellent customer service</li> <li>Develops and maintains positive working relationships with customers</li> <li>Contributes to the continual improvement of services</li> </ul>
Effective Team Working	<ul style="list-style-type: none"> <li>Develops and maintains positive working relationships with other team members</li> <li>Contributes to the achievement of a successful election</li> </ul>
Personal Organisation and Effectiveness	<ul style="list-style-type: none"> <li>Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others</li> </ul>
Working Safely	<ul style="list-style-type: none"> <li>Follows the Council and Service specific Health and Safety Policies</li> <li>Follows local health and safety procedures / practices</li> </ul>

**NOTE: PLEASE DO NOT SUBMIT AN APPLICATION IF YOU ARE, OR INTEND TO BE, EMPLOYED BY A CANDIDATE OR ANY OTHER PERSON, OR WORK IN CONNECTION WITH THE ELECTION. IF YOU ARE UNSURE, CONTACT THE ELECTIONS OFFICE FOR ADVICE.**



## ELECTION APPLICATION FORM

### APPOINTMENT CANNOT BE GUARANTEED

Please write your preferred polling station choices below. Although we will try and match you to your preferred polling station we cannot guarantee your appointment there.

Personal Details	
Title:	
First name(s):	
Last name:	
Known as:	
Address	
Post Code	
Phone (Mobile)	
Phone (Work/Home)	
E-mail	
DOB	
Nationality	
Gender	
National Insurance Number	



Are you an SMBC Employee	
--------------------------	--

Vacancy Details	
Role:	Poll clerk
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	
3 <sup>rd</sup> Choice	





## Experience

Please list your previous experience at working at a polling station including years and role

**Example:**

<b>Year</b>	<b>Role</b>	<b>Area</b>
2010 – 2012	Poll Clerk	Bramhall

[illegible]



**SUPPORTING INFORMATION**

**Please outline any previous work experience which you feel would be applicable to the role:**