

Electorate Staffing Profile

Person Specification

Senior Delegated Electoral Official

(must be appointed in writing by the Returning Officer in accordance with s. 20A of the Electoral Act 1993)

- Duties:** Exercise the functions, powers, rights and duties of the Returning Officer in relation to:
- ◇ Scrutiny of the Rolls
 - ◇ Parcels to be secured after Scrutiny
 - ◇ Counting the votes, including the allowance, disallowance of special votes
- Required:** Full or part-time for up to a total of 2 weeks after the election/poll
- Skills:** Previous experience of electoral administration at a high level is essential
- ◇ Good interpersonal skills
 - ◇ Good eyesight and hearing
 - ◇ Display common sense and maturity
 - ◇ Good communication skills
 - ◇ Management and organisational skills
 - ◇ Able to make decisions and work unsupervised
 - ◇ Reliable and dependable
 - ◇ Good local and general knowledge
 - ◇ Good knowledge of voting process
 - ◇ Previous headquarters election experience
 - ◇ Cultural sensitivity
 - ◇ Ability to count and add
 - ◇ Accurate
 - ◇ Able to work under pressure

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Person Specification

Electoral Manager - Human Resources

Duties:	<p>At the direction of the Returning Officer to:</p> <ul style="list-style-type: none">◇ Recruit, select and allocate staff to each polling place and booth, throughout the electorate◇ Prepare training packages and materials◇ Supervision of temporary staff and may deputise (if appointed) for the Returning Officer during that Officer's absence◇ Undertake responsibilities of Senior Delegated Electoral Official (if appointed in writing). See 2.1.14.
Required:	<p>Full or part-time for 6 weeks before the election and/or poll or from the election announcement date</p> <p>Full or part-time for up to a total of 3 weeks after the election and/or poll</p>
Skills:	<p>Previous election headquarters experience for Senior Delegated Electoral Official(s)</p> <ul style="list-style-type: none">◇ Good administration skills◇ Some supervisory skills◇ Able to work unsupervised and make decisions◇ Have good local and general knowledge◇ Good hearing and eyesight◇ Good communication skills◇ Knowledge of voting process

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Electoral Manager - Operations

Duties:	<p>At the direction of the Returning Officer to:</p> <ul style="list-style-type: none"> ◇ Take responsibility for all electoral supplies and delivery of equipment from SERCO or other contractors ◇ Arrange all polling places ◇ Control all ballot/voting papers pre and post polling day ◇ Undertake the responsibilities of Senior Delegated Electoral Official (if appointed in writing). See 2.1.14 ◇ Supervision of temporary staff and may deputise (if appointed) for the Returning Officer during that Officer's absence
Required:	<p>Full or part-time for 6 weeks before the election and/or poll or from the election announcement date</p> <p>Full or part-time for up to a total of 3 weeks after the election and/or poll</p>
Skills:	<p>Previous election headquarters experience for Senior Delegated Electoral Official(s)</p> <ul style="list-style-type: none"> ◇ Good administration skills ◇ Some supervisory skills ◇ Able to work unsupervised and make decisions ◇ Have good local and general knowledge ◇ Good hearing and eyesight ◇ Good communication skills ◇ Knowledge of voting process

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Electoral Manager - Finance

Duties:	<p>At the direction of the Returning Officer to:</p> <ul style="list-style-type: none"> ◇ Arrange payment of all accounts ◇ Arrange payment of wages to headquarters and polling day staff (latter by direct credit) ◇ Monitor and control expenditure ◇ Monitor electorate candidate expenses returns ◇ Prepare financial documentation for Chief Electoral Office ◇ Undertake responsibilities of Senior Delegated Electoral Officer (if appointed in writing). See 2.1.14 ◇ Supervision of temporary staff and may deputise (if appointed) for the Returning Officer during that Officer's absence
Required:	<p>Full or part-time for 6 weeks before the election and/or poll or from the election announcement date</p> <p>Full or part-time for up to a total of 3 weeks after the election and/or poll</p>
Skills:	<p>Previous election headquarters experience for Senior Delegated Electoral Official(s)</p> <ul style="list-style-type: none"> ◇ Good administration skills ◇ Some supervisory skills ◇ Able to work unsupervised and make decisions ◇ Have good local and general knowledge ◇ Good hearing and eyesight ◇ Good communication skills ◇ Knowledge of voting process

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Administration Clerk(s)

Number of clerical staff required by individual
Returning officers (Operation Support)

Duties:

- ◇ Organise resources for training and Polling Day
- ◇ Assist with carrying out post Polling Day statutory requirements
- ◇ General administration and clerical functions

Required:

- ◇ Full or part-time for up to a total of 8 weeks before, during and after the election and/or poll

Skills:

- ◇ Good administration skills
- ◇ Able to work unsupervised and make decisions
- ◇ Have good local and general knowledge
- ◇ Good hearing and eyesight
- ◇ Good communication skills
- ◇ Knowledge of voting process

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Deputy Returning Officer*One per Polling Booth***Duties:**

- ◇ Supervise Poll Clerk *where applicable*
- ◇ Process Ordinary and/or Special and Tangata Whenua Votes
- ◇ Oversee procedures
- ◇ Count votes after the close of the poll

Required:

On Polling Day only
One training session

Skills:

- ◇ Good interpersonal skills
- ◇ Good eyesight and hearing
- ◇ Display common sense and maturity
- ◇ Good communication skills
- ◇ Management and organisational skills
- ◇ Able to make decisions and work unsupervised
- ◇ Reliable and dependable
- ◇ Good local and general knowledge
- ◇ Good knowledge of voting process
- ◇ Previous election experience desirable
- ◇ Cultural sensitivity
- ◇ Ability to count and add
- ◇ Accurate
- ◇ Able to work under pressure

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Poll Clerk

One per polling booth Ordinary and Combined booths

- Duties:**
- ◇ Mark the certified Booth Roll accurately
 - ◇ Help make the voting procedures easy for voters to use
 - ◇ Be alert to voters with special needs
 - ◇ Issue Ordinary Ballot and/or Voting Papers if authorised
 - ◇ Assist in the count after the close of poll
- Required:**
- ◇ On Polling Day only
- Skills:**
- ◇ Good interpersonal skills
 - ◇ Good hand and eye co-ordination
 - ◇ Able to spell
 - ◇ Good understanding of the alphabet
 - ◇ Good communication skills
 - ◇ Cultural sensitivity
 - ◇ Good hearing and eyesight
 - ◇ Ability to count and add
 - ◇ Ability to work under pressure
 - ◇ Reliable and dependable

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Usher

Needed only where there is a large number of polling booths in one place.
May be required to carry out dual role of Usher/Interpreter

Duties:

- ◇ Direct flow of voters through the Polling Place
- ◇ Assist voters by guiding them to correct booth

Required:

- ◇ On Polling Day only

Skills:

- ◇ Good public relations and people skills
- ◇ Cultural sensitivity
- ◇ Physically fit
- ◇ Well presented and spoken
- ◇ Ability to work under pressure

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Interpreter

The Interpreter is employed in large Polling Places where there are high numbers of voters who may need assistance with the voting process

May be required to carry out dual role of Interpreter and Usher and/or Deputy Returning Officer or Poll Clerk

Duties:

- ◇ Interpreting language and assisting where required

Required:

- ◇ On Polling Day only

Skills:

- ◇ Good public relations and people skills
- ◇ Well presented
- ◇ Able to read and write in appropriate language(s)
- ◇ Cultural sensitivity
- ◇ Cross cultural ability

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Issuing Officer

Special Voting pre Polling Day

Duties:

- ◇ Issue special votes to people at issuing office, Institutions, rest homes, hospitals etc.
- ◇ Collection of Special Votes
- ◇ To staff the Issuing Office and issue ordinary and Special Votes prior to Polling Day
- ◇ General administration and clerical functions

Required:

Approximately 3 weeks prior to Polling Day

Skills:

- ◇ Good interpersonal skills
- ◇ Good communication skills
- ◇ Good local and general knowledge
- ◇ Able to work unsupervised
- ◇ Good knowledge of voting process
- ◇ Be reliable and dependable
- ◇ Display common sense and maturity
- ◇ Well presented
- ◇ Current drivers licence