

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:	<p>Exercise the functions, powers, rights and duties of the Returning Officer in relation to:</p> <ul style="list-style-type: none">◇ Scrutiny of the Rolls◇ Parcels to be secured after Scrutiny◇ Counting the votes, including the allowance, disallowance of special votes
Required:	<p>Full or part-time for up to a total of 2 weeks after the election/poll</p>
Skills:	<p>Previous experience of electoral administration at a high level is essential</p> <ul style="list-style-type: none">◇ 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

Electorate Staffing Profile

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

Electorate Staffing Profile

Person Specification	
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

Electorate Staffing Profile

Person Specification	
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

Electorate Staffing Profile

Person Specification	
Administration Clerk(s)	
Number of clerical staff required by individual Returning officers (Operation Support)	
Duties:	<ul style="list-style-type: none">◇ Organise resources for training and Polling Day◇ Assist with carrying out post Polling Day statutory requirements◇ General administration and clerical functions
Required:	<ul style="list-style-type: none">◇ Full or part-time for up to a total of 8 weeks before, during and after the election and/or poll
Skills:	<ul style="list-style-type: none">◇ 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

Electorate Staffing Profile

Person Specification

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

Electorate Staffing Profile

Person Specification

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

Electorate Staffing Profile

Person Specification	
<div>Usher</div> <p>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</p>	
Duties:	<div>◇ Direct flow of voters through the Polling Place</div> <div>◇ Assist voters by guiding them to correct booth</div>
Required:	<div>◇ On Polling Day only</div>
Skills:	<div>◇ Good public relations and people skills</div> <div>◇ Cultural sensitivity</div> <div>◇ Physically fit</div> <div>◇ Well presented and spoken</div> <div>◇ Ability to work under pressure</div>

Electorate Staffing Profile

Person Specification	
<p>Interpreter</p> <p>The Interpreter is employed in large Polling Places where there are high numbers of voters who may need assistance with the voting process</p> <p>May be required to carry out dual role of Interpreter and Usher and/or Deputy Returning Officer or Poll Clerk</p>	
Duties:	<ul style="list-style-type: none">◇ Interpreting language and assisting where required
Required:	<ul style="list-style-type: none">◇ On Polling Day only
Skills:	<ul style="list-style-type: none">◇ Good public relations and people skills◇ Well presented◇ Able to read and write in appropriate language(s)◇ Cultural sensitivity◇ Cross cultural ability

Electorate Staffing Profile

Person Specification

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