

Job Description – Postal Vote Supervisor

Reports to: Postal Vote Manager

Responsible for: Postal Vote Assistants

Job Purpose

To assist the Postal Vote Manager with the opening of postal votes

Main Roles & Responsibilities:

1. Oversee the work of the postal vote assistants, including recording of their hours worked
2. Follow the procedure for the opening of postal votes, overseeing the work of the postal vote assistants
3. To assist with the matching of mis-matched postal ballot papers and postal voting statements
4. To assist with completing the postal vote paperwork and packing of daily materials
5. Read and understand the [Postal Vote Secrecy Requirements](#)

Useful web links:

- [Postal Vote Opening Flowchart](#)

Last updated: 12/02/2025

Person Specification – Postal Vote Supervisor

Experience	
Essential To have worked previously as a Postal Vote Scanning Officer or Assistant	Desirable n/a
Skills & Personal Attributes	
Essential - Excellent numeracy and communication skills - Good level of personal presentation and professional manner - A commitment to customer care - Good administration skills and attention to detail - A team player and flexible attitude - Calm under pressure - Punctual and reliable	Desirable n/a
Other Requirements	
Essential - Must not have worked in support of a political party/candidate at the election, whether paid or unpaid - Be willing to attend training/briefing sessions as required - Must not have been convicted of an offence under Electoral Legislation - Agreement to waive the Working Time Directive for period of employment	Desirable n/a