

Job Description – Verification/Count Supervisor

Reports to: Returning Officer and Deputy Returning Officer

Responsible for: Count Team Leader and Count Assistants

Job Purpose

- To be responsible for the management of one or two teams of count assistants
- To support the delivery of a professional, accurate and transparent election count

Main Role & Responsibilities

1. Manage the count assistants allocated to you, including recording their hours of working
2. Monitor count assistants' performance throughout the count, ensuring they are deployed effectively
3. Work with the Returning Officer and Deputy Returning Officer to ensure accurate verification and/or counting of the ballot papers
4. Complete all paperwork as required
5. Adjudicate doubtful ballot papers and return any obviously allowed to the count.
6. Retain those doubtful ballot papers that require further adjudication by the Deputy Returning Officer
7. Deal with questions from candidates and agents regarding the count process or refer to the Count Manager for guidance
8. Assist with the secure packing and sealing of the ballot papers, stationery, notices, etc. at the end of the count process
9. Read and understand the [Count secrecy requirements](#)

Useful Links:

- [Examples of doubtful ballot papers](#)

Last updated: 12/02/2025

Person Specification – Count Supervisor

Experience	
Essential To have worked previously as a Count Team Leader, or have worked as a Count Assistant on two previous occasions	Desirable n/a
Skills & Personal Attributes	
Essential - Excellent numeracy and communication skills and the ability to explain procedures to a variety of people - High 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