

Job Description – Verification/Count Team Leader

Reports to: Verification/Count Supervisor

Responsible for: Verification/Count Assistants

Job Purpose

To assist the Supervisor and support the delivery of a professional, accurate and transparent election count.

Team Leaders will support Supervisors who manage two teams.

Main Role & Responsibilities:

1. Assist the Supervisor to manage the count assistants.
2. Account for ballot boxes delivered from polling stations.
3. Check that unused ballot papers are accounted for correctly.
4. Ensure postal votes handed into polling stations are included in the count.
5. Support other count teams as required.
6. Assist with the secure packing and sealing of the ballot papers, stationery, notices, etc. at the end of the count process.
7. Read and understand the [Count Secrecy Requirements](#)

Useful links:

- [Dealing with doubtful ballot papers](#)

Last updated: 12/02/2025

Person Specification – Verification/Count Team Leader

Experience	
Essential To have worked as a Count Assistant within the previous two years	Desirable n/a
Skills & Personal Attributes	
Essential - Excellent numeracy and communication skills - Good 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