



Person specification and job description Count Security Assistant

FINALv1.1~ updated 2012.05.21

Employment	Temporary/Casual Employment
Post Title	Count Security Assistant
Service ~ Section	Corporate Resources ~ Electoral Services
Responsible to	Licensing and Electoral Officer
Purpose of post	As count security assistant you will act as security for access/egress in to the count venue.
Basic requirements and skills:	To be a count security assistant, the following would be desirable [D], and in some cases, essential [E].
	[E] Helpful attitude to work
	[E] Good timekeeping
	[E] Ability to carry out work as instructed, even under pressure.
	[D] Previous experience as door security assistant



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Main responsibilities

Main duties to be undertaken within a required timescale include:

- Act as security assistant for access/egress to the count venue.
- Distribute access badges to staff and authorised personnel
- Work subject to the Secrecy Requirements

Other job activities and requirements

- Working co-operatively with other poll staff, Electoral Services and colleagues across the wider organisation and to follow the instructions of Electoral Services staff at all times.
- Advise the Electoral Services office, in advance if possible, if at any time you are unable to or you do not intend to carry out your duties. A valid reason must be provided.
- Electoral Services have the right to revoke your appointment at any time if it is believed that you are not meeting your obligations. If your appointment is revoked you must return all issued items to the Electoral Services office immediately.
- Complying with any procedures and policies relating to equal opportunities and diversity.
- Complying with the statutory provisions of the Health and Safety at Work Act 1974.
- Participate fully with any performance appraisal processes as required.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change as necessity requires.