**Presiding Officer**

**Person Specification**

**Experience**

|  |  |
| --- | --- |
| Essential | Desirable |
| A basic understanding of the election process.  To have worked previously as a Poll Clerk – ideally on at least a couple of occasions. | Experience in a range of elections – Local, Parliamentary or European |

**Skills/Personal Attributes**

|  |  |
| --- | --- |
| Essential | Desirable |
| Excellent communication skills.  The ability to explain procedures to a variety of people.  Good people management skills  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  Able to lift ballot boxes.  Able to lift polling booths. |  |

**Other**

|  |  |
| --- | --- |
| Essential | Desirable |
| Must not have worked in support of a Political Party/Candidate at the election, whether paid or unpaid.  Transport to and from the polling station  Be willing to attend training/briefing sessions as required.  Must not have been convicted of an offence under Electoral Legislation.  Acceptance of Waiving of European Time Directive for period of employment. |  |