

## REVISION OFFICER (RevO)

**Employment Period:** During the election period (when called)

- At the Office of the Returning Officer (RO)

**Hours:** Part time over the election period (31 days) as determined by the RO. The requirement and number of approved hours will vary depending on volumes and workloads (nominally up to 50 hrs.).

### **Overview:**

The Revising Officer (RevO) provides additional continuity and capacity of service during office hours and revision support to the Returning Officer (RO) and Assistant Returning Officer (ARO) during specific electoral operations and periods of surge activity.

The RevO provides additional capacity when required to support revision planning and coordinate the registration of electors. The RevO assists with Special Ballot processes at the Returning Office or at off-site locations.

The RevO also assists the RO in an administrative capacity as directed.

### **Reports to:**

- Returning Officer

### **Primary Duties:**

- Assists with the coordination and administration of Registration and Special Ballot activities in the RO office, or at institutions and care homes
- Assists with the coordination, training, and administration of targeted revision activities
- Supports registration tasks including verifications of eligibility, form completion, and entry into the register of electors and maintenance of the Special Ballot Poll Book
- Responsible for the verification and the counting of Special Ballots, as well as the completion of the Special Ballot Statement of the Poll

### **Experience & Skills Required:**

- Planning and coordination of activities
- Basic English literacy and language skills; fluency in a second language is desirable
- Client focused; patience and diplomacy
- Organizational skills and attention to detail
- Ability to understand and follow directions, written instructions or checklists
- Strong verbal communication skills to welcome and provide instructions to voters
- Responsibility and accountability for the ballot box and voting material
- Good interpersonal skills to provide customer service and treat voters with respect

- Basic numeracy and analytical skill

**Working Conditions:**

- Works in the Returning Office
- May work in the field in support of registration, Special Ballots and targeted revision
- Assists with organizing and training RevAs for targeted revision
- Provides supervision and support to RevAs conducting targeted revision
- Works with the RO, candidates and the public