

# Polling Official Role Profile – Remote/Mobile Polling Assistant

## Position Details

<b>CEA Classification</b>	EO 2	<b>Engagement Status</b>	CEA Act
<b>Location</b>	Declared Institutions/Other	<b>Date Last Modified</b>	November 2018
<b>APS Family</b>	Administration	<b>APS Function</b>	General Administrative Support
<b>APS Role</b>	Administration Support	<b>Work Classification Cod</b>	017 & 021

## Purpose of the role

The purpose of this role is to assist in the delivery of a schedule of voter services to identified institutions or remote communities during a federal election period in accordance with the Commonwealth Electoral Act 1918.

As part of a small team will include management and security of materials including ballot papers, issuing votes, liaison with voters and party workers and completion of reconciliations.

## Role context

The Remote/Mobile Polling Assistant may be required to deliver voter services in remote areas including Aboriginal communities, pastoral stations, out stations, roadhouses and mine sites. Or travel to multiple identified institutions, for example nursing homes and hospitals, each day. Some facilities may include infectious control measures, some may be across large geographical areas and may require overnight stays in varied environments.

Typically this role works in a small team that includes a team leader and possibly one other Remote/Mobile Polling Assistants.

This role is required to work over the Pre-polling period on a roster that typically involves long hours and prolonged periods of sitting, standing and driving. Travel in different types of transport including 4WD, light aircraft, helicopters and small boat is typically required in remote areas.

## Key position responsibilities

- 1 Issue ordinary votes in accordance with policy, procedures and ballot paper principles:
  - Issue ballot papers to voters who are on the certified list according to procedures;
  - Manage ballot papers received from the team leader, including security and documentation requirements.
  - Maintain the integrity and security of BP at all times.
  - Must have a basic understanding of how to use computers as all special hospital teams and Remote teams use ECLs.
  
- 2 Issue declaration votes:
  - Complete declaration vote envelopes;

- Issue ballot papers in accordance with procedures;
  - Assist voters to complete enrolment forms and record information provided, as appropriate.
- 3 Guard the ballot box and queue management:
- Ensure the security of ballot boxes throughout polling;
  - Ensure voters place the ballot papers in the correct ballot box;
  - Complete required documentation relating to ballot box management.
  - Manage voter flow, considering WHS, service provision and timeliness.
- 4 Assist with the end-of-day activities at the Pre-poll voting centre:
- Finalise documentation and contributing to packaging of materials
  - Undertake reconciliation, secure materials and undertake other duties as directed
  - To be able to take direction and follow procedures at all times.
  - To assist pre and post polling times with preparing for polling at each location and the return of materials process once polling has been completed.

## Key organisational accountabilities

- Adherence to the:
  - APS Values and Code of Conduct; and
  - AEC Values and Commitments.
- Ability to handle ballot papers safely and securely throughout all electoral processes and to account for every ballot paper at all times;
- Ability to comply with the AEC's procedures and policies as varied from time to time;
- Ability to take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment with the AEC;
- Must not be or be seen to be publically active in political affairs and not intend to publicly engage in such activities during your employment with the AEC;
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures.

## Mandatory Requirements

- Ability to work non-standard or extended hours under pressure in a highly agile and fast pace operational environment and take ownership and responsibility for own work;
- Knowledge and experience in successfully completing allocated tasks, accepting stated importance of tasks and to a compliant standard while delivering results within competing timeframes and priorities;
- Proven ability to communicate and willingness to engage with diverse individuals and communities and to be flexible and adaptable;
- Demonstrated personal integrity whilst achieving results within legislative, policy and budget parameters;
- Ability to represent the AEC in a professional manner and work effectively as part of a team to support the efficient delivery of an electoral event;

- Completion of AEC online and face to face training prior to polling day.
- Must be physically fit and able to work in isolated remote areas and able to carry up to 15kg of materials.
- Must be able to drive a 4x4 in various conditions including off road, wet weather, hot conditions.

### **Other Essential Requirements**

- Australian citizenship;
- 18 years or over;
- Politically neutral and not aligned with any political parties;
- Able travel for up to 2 weeks at a time;
- Able to be self sufficient while polling.