

Polling Official Role Profile – Mobile Team Leader

Position Details

CEA Classification	EO 5	Engagement Status	CEA Act
Location	Declared Institutions	Date Last Modified	November 2018
APS Family	Organisational Leadership	APS Function	Management and Planning
APS Role	Operations Coordination	Work Classification Cod	020

Purpose of the role

The purpose of the Mobile Team Leader role is to deliver a schedule of voter services to identified institutions over a period of up to 12 days during a federal election period in accordance with the Commonwealth Electoral Act 1918.

This will include supervision of a small team of polling staff, management and security of materials including ballot papers, liaison with voters and party workers, scrutiny management and return of materials. This role also performs the role of Ballot Box Guard for mobile ballot boxes.

The Mobile Team Leader acts as a representative for the DRO to provide assurance that policy and procedures are being adhered to, issues are reported to the DRO and any appropriate action taken.

Role context

This role is required to deliver voter services to electors who are unable to attend, or who have difficulties in attending, a static (fixed) polling place to vote on polling day.

Typically the Mobile Team Leader manages one or two Mobile Polling Assistants in a small team.

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.

Polling materials must be packed and unpacked at each location and can be considerable.

Key position responsibilities

- 1 Manage the conduct of the election at each establishment visited by the team:
 - Maintain itinerary of published timetable;
 - Collect material needed for polling before beginning the mobile polling run;
 - Complete records, returns and journals as directed.
- 2 Monitor mobile staff compliance with policy, procedures and Ballot Paper principles over the polling period:
 - Brief staff before polling and ensure all polling officials are following correct procedures and protocols;

- Supervise and review staff adherence to legislative requirements performance over the polling period;
 - Complete required checklists and documentation to certify compliance;
 - Manage voters, party workers scrutineers and other stakeholders;
 - Identify, document and report issues and take appropriate action as directed by the DRO;
 - Escalate and where appropriate resolve issues, problems & complaints;
 - Ensure behaviour of team members is of a high standard at all times.
- 3 Management and security of election materials at all times in accordance with policy:
- Adherence to the ballot paper principles;
 - Maintain security protocols around election materials at all times including ballot paper secure zone where appropriate.

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;
- Have access to a mobile phone;
- Full and current driver's licence is required with access to a registered and comprehensively insured PMV suitable for transporting polling equipment (at minimum, a sedan or larger vehicle is necessary);
- Ability to store ballot papers and other materials at home in a safe manner in accordance with the manual handling policy;
- The ability to travel for up to 2 weeks at a time.