

Polling Official Role Profile – Scrutiny Assistant

Position Details

CEA Classification	EO 1	Engagement Status	CEA Act
Location	Polling Place	Date Last Modified	October 2018
APS Family	Administration	APS Function	General Administration Support
APS Role	Administration Support	Work Classification Cod	070

Purpose of the role

The purpose of this Scrutiny Assistant role is to assist in the timely completion of end of polling tasks such as assisting with scrutines, dismantling ballot boxes, assisting with the packaging of materials, and general tidying of the polling place after the close of polls.

Role context

The Scrutiny Assistant reports to the DRO and is required to work on polling night, from 5.00pm till 11.00.

Key position responsibilities

- 1 Assist with the conduct scrutines and close of polling tasks as directed:
 - Assist with preparation of material for scrutines;
 - At the direction of the OIC sort and count ballot papers;
 - Dismantle voting screens;
 - Assist with the packing of materials;
 - Assist with clearing and tidying of the polling place;
 - Keep ballot papers secure by adhering to ballot paper principles.
- 2 Identify and report issues and take appropriate action:
 - Escalate emerging issues.

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 training prior to polling day.

Other Essential Requirements

- Australian citizenship;
- 18 years or over.