

# Polling Official Role Profile – Temporary Assistant Level 2

Position Details			
<b>CEA Classification</b>	EO 3	<b>Engagement Status</b>	CEA Act
<b>Location</b>	Divisional Office	<b>Date Last Modified</b>	November 2018
<b>APS Family</b>	Administration	<b>APS Function</b>	General Administration Support
<b>APS Role</b>	Administration Support	<b>Work Classification Cod</b>	051

## Purpose of the role

The purpose of this Temporary Assistant Level 2 role is to perform a supervisory role to assist in election preparation, election conduct and election finalisation.

## Role context

The Temporary Assistant Level 2 role reports to a nominated AEC staff member. Work is conducted at various locations as determined by the AEC. The main work at election time is conducted at an “out posted centre” which is a temporary “warehouse like” facility. There are no set hours for this role as you are paid for the hours you are required to work and your may also be required to workj at various locations

## Key position responsibilities

1. Understand and follow “Standard Operating Procedures” manual;
2. Undertake compliance requirements;
3. Provide briefings,demonstrations and training to team members;
4. Roster and manage staff to perform a range of duties as directed by AEC staff;
5. Provide support for election preparation, election conduct and election finalisation; and
6. 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 paced 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 (if required).

## **Other Essential Requirements**

- Australian citizenship
- 18 years or over
- Character clearance, including a police check is required.
- Physically able to lift and carry up to 16 kgs
- May be required to have access to a mobile phone
- Maybe required to hold a Full and current driver's licence with access to a registered and comprehensively insured PMV suitable for transporting polling equipment
- Maybe required to have a First Aid certificate