



Electoral Visitor in Charge

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer E04). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

The Electoral Visitor in Charge works before polling day and assists with delivery of services to voters who are unable to attend or have difficulties in attending a polling place to vote. This role includes supervising a small team of polling staff, managing security of materials including ballot papers, liaison with voters and party workers, scrutiny management and return of materials.

Key responsibilities

1. Manage the conduct of the election at each location visited by the team.
 - Maintain the published voting itinerary.
 - Ensure that all material needed for polling has been collected and organised before polling.
 - Ensure that contact is made with the Early Voting Liaison Officer at the conclusion of polling at each location and throughout polling as required.
2. Monitor 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.
 - Complete the return, as well as the required checklists and documentation to certify compliance.
 - Manage voters, party workers, scrutineers and other stakeholders.
 - Identify, document and report issues taking appropriate action.
 - Escalate and where appropriate resolve issues, problems and complaints.
 - Ensure behaviour of team members is always of a high standard.
3. Management and security of electoral materials.
 - Adhere to the ballot paper principles.
 - Maintain security protocols around election materials at all times including ballot paper secure zone where appropriate.

What to expect

You will:

- Be required to work over the early voting period on a roster.
- Need to complete online and face-to-face training before polling day.
- Be required to travel to one facility per day.
- Work non-standard or extended hours under pressure in a fast-moving operational environment.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes.

- Possibly have long periods sitting, standing or driving, and require the ability to lift and carry up to 15 kilograms of materials. Polling materials must be packed and unpacked at each location and can be considerable.
- Be working with small groups of diverse people, so the ability to work effectively as part of a team is important.

It is expected that the Electoral Visitor in Charge will:

- Adhere to the [APS Values and Code of Conduct](#), and the [AEC Values and Commitments](#) (we encourage you to read these before polling day).
- Comply with the procedures and policies outlined in the training you will receive.
- Handle ballot papers safely and securely throughout all electoral processes, and account for every ballot paper at all times.
- Avoid any conflict of interest (real or apparent).
- Not be seen to be publicly active in political affairs, and not intend to publicly engage in these activities during your employment with AEC.
- Be familiar with, abide by and promote AEC work health and safety frameworks, policies and procedures.
- Follow and promote COVID-19 safety measures.
- Demonstrate personal integrity and represent the AEC with professionalism.
- Engage respectfully with diverse individuals and communities.
- Be flexible, adaptable, and work as part of a team.

Mandatory requirements

- Australian citizen aged 18 years or over.
- Full COVID-19 vaccination.
- Current influenza vaccination or approved exemption.
- A police check and character check.
- Current driver's licence and access to a registered and comprehensively insured personal motor vehicle suitable for transporting polling equipment (at minimum a sedan or larger vehicle is necessary).
- Secure storage area in your home for ballot papers.
- Access to a mobile phone.

Thank you for your interest in working at an election. We need over 100,000 people to fill our temporary election jobs.

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