



Polling Place Officer in Charge

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 4 – EO 5). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

The Polling Place Officer in Charge manages a polling place including the preparation, operation, and finalisation arrangements before, during, and after voting on election day. The Officer in Charge is responsible for supervision of staff, management and security of materials including ballot papers, liaison with voters and party workers, scrutiny management (counting of votes), collection of materials and handover/return of materials.

Key responsibilities

1. Monitor staff compliance with policy, procedures and ballot paper principles
 - Brief and supervise staff on election day.
 - Identify, document and report issues and take appropriate action as directed.
 - Ensure behaviour of team members is always of a high standard.
2. Management and security of electoral materials
 - Collection of election materials and handover/return of materials.
 - Manage and maintain security protocols of election materials.
 - Compliance with legislation, AEC policy, procedures and guidelines.
3. Manage the polling place and scrutiny
 - Manage the operations of a polling place on election day.
 - Manage the set-up, preparation and dismantling of the polling place.
 - Brief, supervise and review staff performance on polling day.
 - Manage voters, party workers, scrutineers, and other stakeholders.
 - Organise and coordinate the sorting and counting of ballot papers.
4. Accurate completion of all documentation
 - Progressively complete the Officer in Charge return.
 - Complete required checklists and documentation to certify compliance.
5. Follow and promote COVID-19 safety measures

What to expect

You will:

- Work on polling day from 7am to 11pm.
- Supervise 3 to 20 staff depending on the size of the polling place.
- Require the use of a private motor vehicle to collect polling material and in some cases return material as instructed.
- Need to complete online and face-to-face training before polling day.

- Be working with small groups of diverse people, so the ability to work effectively as part of a team is important.
- Work non-standard or extended hours under pressure in a fast-moving operational environment. You may need to undertake some work before polling day.
- Possibly have long periods of sitting or standing and require the ability to lift and carry up to 12 kilograms.
- Need to be able to communicate clearly and have good attention to detail.
- Need the ability to remain calm under pressure and build rapport, while remaining professional, confident, and decisive.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes.

It is expected that a Polling Place Officer 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 your training.
- 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.
- 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 or a valid medical exemption.
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle suitable for transporting polling equipment.
- Access to a mobile phone.
- A police check.

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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