



Scrutiny Assistant (Return of Materials)

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 2). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

Scrutiny Assistants assist in the timely completion of end of day tasks in a polling place. These tasks include helping with scrutines (unfolding, sorting and counting votes) and packing up the polling place.

A Scrutiny Assistant (Return of Materials) may also return election material to the outposted centre, hub or other location once polling activities are finalised.

Key responsibilities

- Help conduct scrutines and end of day tasks in a polling place as requested.
- Assist with preparation of materials for scrutines.
- At the direction of the Officer in Charge, sort and count ballot papers.
- Assist with packing materials.
- Dismantle voting screens and tidy the polling place.
- Keep ballot papers secure.
- Return ballot papers and other polling materials to the outposted centre, hub or other specified location.

What to expect

You will:

- Work on polling day from approximately 5pm until midnight.
- Possibly work additional hours for return of materials.
- Have access to a registered and comprehensively insured private motor vehicle, large enough to transport polling material.
- Need to complete online 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.
- Possibly have long periods of sitting and standing, and lift and carry up to 12 kilograms.

It is expected that Scrutiny Assistants (Return of Materials) 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.
- 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.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes.

Mandatory requirements

- Australian citizen aged 18 years or over.
- Full COVID-19 vaccination or a medical exemption.
- A police check.
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle.
- Access to mobile phone.

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