



Early Voting Liaison Officer

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

The role

The Early Voting Liaison Officer represents the Divisional Returning Officer, ensuring compliance with all policies and procedures. This role may oversee up to 5 locations, including early voting centres and mobile teams. The Liaison Officer serves as the primary point of contact for Officers in Charge and Team Leaders, resolving complex issues as they arise. Responsibilities include staff supervision, voter and party worker management, and the management of secure election materials.

Work hours

- Work before the early voting period to contact staff, assist with venue set-up, and to collect secure election materials. Time needed to undertake these tasks will vary based on the size and location of your voting centres and teams.
- Work extended hours during the two weeks before election day, mostly Monday to Friday. It may include long hours of travel and some weekend work.

Training requirements

- Paid online and face-to-face training will be provided. This training must be completed before working.

Key responsibilities

- Ensure compliance with relevant legislation, AEC policies and procedures
- Accurate completion of all required documentation including the Early Voting Liaison Officer Return
- Identify, document and report issues taking appropriate action as needed

Staff

- Supervise the Officer in Charge, Team Leaders and staff at allocated early voting centres and in mobile teams
- Manage staff attendance and performance
- Provide staff with instructions and advice, reporting back to the Divisional Returning Officer
- Ensure behaviour of team members is always of a high standard

Election materials

- Manage and maintain security protocols of election materials
- Collect and account for all election materials
- Provide Officers in Charge and Team Leaders with materials as required, completing detailed documentation

Operational aspects of the polling location

- Oversee early voting centre or mobile team operations
- Follow facility operational instructions as required
- Support the Officer in Charge and Team Leaders to manage the set-up, preparation and pack-down of the early voting centre or polling location
- Manage voters, party workers, scrutineers, and other stakeholders

Skills and abilities

- Work effectively to lead multiple teams with diverse groups of people
- Solve problems in a fast-moving operational environment and work non-standard or extended hours
- Communicate clearly with good attention to detail
- Manage challenging situations when engaging with staff and members of the public
- Remain calm, professional and decisive under pressure
- Build rapport with a range of stakeholders
- Travel across large geographical areas, or remotely manage teams where travel is not possible
- Lift and carry up to 12 kilograms*
- Comfortable sitting or standing for long periods of time*
- Work in a range of different physical environments*

*If you require workplace adjustments due to disability or injury, please outline these in your Registration of Interest

Mandatory requirements

- Australian citizen aged 18 years or over
- Maintain political and issue neutrality and impartiality
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle suitable for transporting election materials and travelling between polling locations
- Access to a mobile phone
- A police check.

Additional requirements for Early Voting Liaison Officers supporting mobile teams

As the AEC is entering facilities or communities to provide mobile polling services, these locations may require AEC staff to be:

- COVID-19 and/or influenza vaccinated
- Able to wear a mask and undertake a rapid antigen test.
- Hold a current working with children clearance and/or working with vulnerable people clearance (applies to mobile team visits to hospitals in Victoria, Tasmania and Northern Territory).

You will be advised if any of these additional requirements apply to your role prior to receiving a letter of offer.

It is expected that an Early Voting Liaison Officer will:

- adhere to the Code of Conduct outlined in Attachment A of the [Collective Determination](#) 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 and materials
- avoid any conflict of interest (actual or perceived)
- 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
- take ownership and responsibility for own work
- handle ballot papers safely and securely throughout all electoral processes.

Thank you for your interest in working at a federal electoral event. We need over 100,000 people to fill our temporary jobs. We hope you'll consider joining our team.

Visit aec.gov.au/employment/working-at-elections/types-of-jobs to learn more about what's involved.

Early Voting Liaison Officer EO5

The terms and conditions for temporary staff employed by the AEC during federal elections, by-elections, plebiscites and referendums are set out in the [Collective Determination](#), which includes all remuneration information, including casual loading, overtime, allowances and payment for required training.

