



Pre-poll Officer in Charge

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 Pre-poll Officer in Charge manages a pre-poll voting centre during the early voting period according to policies and procedures set by the AEC. This role includes the supervision of staff, managing voters and party workers and the management of election materials.

Work hours

- Work before the early voting period to contact staff, complete venue inspections and set-up, and to collect secure election materials. Time needed to undertake these tasks will vary based on the size and location of your early voting centre.
- Work extended hours during the two weeks before election day, mostly Monday to Friday. It may include 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
- Identify, document and report issues taking appropriate action as needed

Staff

- Manage staff attendance and performance
- Provide instruction brief to staff before polling each day
- Ensure behaviour of team members is always of a high standard

Election materials

- Manage and maintain security protocols of all election materials
- Collect and account for all election materials

Operational aspects of the polling place

- Manage the set-up, preparation and pack-down of the early voting centre
- Manage voters, party workers, scrutineers, and other stakeholders
- Assist all voters as required, including people from diverse backgrounds

Skills and abilities

- Work effectively to lead a team 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
- 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
- Access to a mobile phone
- A police check

It is expected that a Pre-poll Officer in Charge 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.

Pre-poll Officer in Charge 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.