



Scrutiny Assistant

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 1). Pay, terms and conditions can be found in the [Collective Determination](#).

The role

Scrutiny Assistants support the timely completion of end of day tasks in a polling place. This includes the sorting and counting of votes and the pack-up of the polling place.

Work hours

- Election day 4pm to approximately 11pm (when all activities in the polling place are finalised).

Training requirements

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

Key responsibilities

- Comply with relevant legislation, AEC policies and procedures
- Accurately complete all required documentation
- Identify and report issues, taking appropriate action as directed

Election materials

- Assist the Officer in Charge with the packaging of materials as directed
- Ensure the security of all election materials

Operational aspects of the polling place

- Sort and count ballot papers after polling, at the direction of the Officer in Charge
- Assist with the pack-up of the polling place
- Work with scrutineers and other stakeholders as required

Skills and abilities

- Work effectively in a team with diverse groups of people
- Work in a fast-moving operational environment with non-standard or extended hours
- Communicate clearly with good attention to detail
- Remain calm under pressure and maintain professionalism
- 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

It is expected that a Scrutiny Assistant 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.

Scrutiny Assistant EO1

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.