



## Temporary Assistant Level 2

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People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 3). Pay, terms and conditions can be found in the [Collective Determination](#).

### The role

Temporary Assistant (Level 2) perform a range of supervisory roles to prepare, conduct and finalise an electoral event. This role is responsible for the supervision and briefing of staff. Before election day, this role supervises staff preparing materials. On and after election day, this role will manage the counting of ballot papers, report results, and supervise the return and storage of election materials. This role is based at a return of materials location or an out-posted centre which is a 'warehouse like' facility.

### Work hours

- Work before, on and after election day, mostly between Monday to Friday. It may include some weekend work.
- Work hours are based on operational demand and are offered on a casual basis. This may include full time or part time hours. Your hours will be provided to you by the AEC.

### 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 directed

#### Staff

- Manage staff attendance and performance
- Provide instruction briefings and demonstrations to staff
- Ensure behaviour of team members is always of a high standard

#### Election materials

- Manage and maintain security protocols of all election materials
- Account for all election materials

#### Operational aspects may include

- Managing scrutineers and other stakeholders
- Organise and coordinate the sorting and counting of ballot papers
- Organising the sorting of election materials
- Ensure timely reporting of results

## 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
- Basic level of computer literacy
- Manage challenging situations when engaging with staff and stakeholders
- 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
- A police check

It is expected that a Temporary Assistant Level 2 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.

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*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](https://aec.gov.au/employment/working-at-elections/types-of-jobs) to learn more about what's involved.

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Temporary Assistant Level 2 EO3

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.