Polling Official Role Profile – Polling Assistant (Supporting CaLD and Indigenous Voters)

Position Details			
CEA Classification	EO 2	**Engagement Status**	CEA Act
Location	Polling Place	**Date Last Modified**	March 2021
APS Family	Administration	**APS Function**	General administrative support
APS Role	Administrative support	**Work Classification Code**	013

Purpose of the role

The purpose of the Issuing Officer/Polling Assistant role is to issue votes in a polling place on polling day.

The Issuing Officer/Polling Assistant role may also rotate through a range of other tasks throughout the polling period, which include guarding ballot boxes, queue management and scrutiny.

This role may provide assistance to electors on polling day, including directing voters to the appropriate resources. As a role with high visibility that rotates around the polling place, this role may be the first point of contact for electors approaching the polling place. As such it will also be responsible for assisting electors, including Indigenous electors and electors of culturally and linguistically diverse backgrounds where applicable.

Role context

The Issuing Officer/Polling Assistant reports to the Officer in Charge (OIC) and is required to work on polling day, this may be part time to assist during peak periods, including five hour shifts. However this role typically involves long hours and prolonged periods of sitting and standing in varying polling place conditions on polling day.

Key position responsibilities

1   Issue ordinary votes in compliance with policy, procedures and ballot paper principles:
    - Issue ballot papers to voters who are on the certified list;
    - Manage ballot papers received from the OIC, including security and documentation requirements;
    - Account for ballot papers received and complete compliance documentation.
    - Assist electors from culturally and linguistically diverse backgrounds by distributing written information, including translated resources.

2   Manage the use of ballot boxes by electors:
    - Ensure the security of ballot boxes throughout polling;
    - Ensure voters place the ballot papers in the correct ballot box;

- Complete required documentation relating to ballot box management.

3   Manage the queue of voters:
- Manage voter flow;
- Complete relating to voter flow.

4   Assist with the end-of-day activities at the polling place:
- Assist in the finalisation of daily activities at the polling place;
- Finalise documentation, undertake reconciliation, secure materials, assist in tidying up polling place and undertake other duties as directed.

Key organisational accountabilities

- Adherence to the:
    o   APS Values and Code of Conduct; and
    o   AEC Values and Commitments.
- Ability to handle ballot papers safely and securely throughout all electoral processes and to account for every ballot paper at all times;
- Ability to comply with the AEC's procedures and policies as varied from time to time;
- Ability to take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment with the AEC;
- Must not be or be seen to be publically active in political affairs and not intend to publicly engage is such activities during your employment with the AEC;
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures.

Mandatory Requirements

- Ability to work non-standard or extended hours under pressure in a highly agile and fast pace operational environment and take ownership and responsibility for own work;
- Knowledge and experience in successfully completing allocated tasks, accepting stated importance of tasks and to a compliant standard while delivering results within competing timeframes and priorities;
- Proven ability to communicate and willingness to engage with diverse individuals and communities and to be flexible and adaptable;
- Demonstrated personal integrity whilst achieving results within legislative, policy and budget parameters;
- Ability to represent the AEC in a professional manner and work effectively as part of a team to support the efficient delivery of an electoral event;
- Completion of AEC online and face to face training prior to polling day.

Other Essential Requirements

- Australian citizenship;

- 18 years or over.

- Identify as Aboriginal and/or Torres Strait Islander. (For the Indigenous Identified Positions)