

# Polling Official Role Profile – Pre Poll Officer

## Position Details

<b>CEA Classification</b>	EO 2	<b>Engagement Status</b>	CEA Act
<b>Location</b>	Polling Place	<b>Date Last Modified</b>	May 2021
<b>APS Family</b>	Administration	<b>APS Function</b>	General administrative support
<b>APS Role</b>	Administrative support	<b>Work Classification Code</b>	019

## Purpose of the role

The purpose of the Pre Poll Issuing Officer/Polling Assistant role is to issue votes in a polling place during the pre-poll voting period.

The Pre Poll 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.

## Role context

The Pre Poll Issuing Officer/Polling Assistant reports to the Pre Poll Officer in Charge (OIC) and is required to work in the early voting period, this may be part time to assist during peak periods. The role may work on a roster throughout the early voting period. However this role typically involves long hours and prolonged periods of sitting and standing in varying polling place conditions.

## 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 Pre Poll OIC, including security and documentation requirements;
  - Account for ballot papers received and complete compliance documentation.
  
- 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;

## Key organisational accountabilities

- Adherence to the:
  - APS Values and Code of Conduct; and
  - 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 in 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 commencing work.

## Other Essential Requirements

- Australian citizenship;
- 18 years or over.