



## Contingent Early Voting Leader (Mobile Polling & Pre-Poll)

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People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer E05). Pay, terms and conditions can be found in the [Collective Determination](#).

### Contingent Workforce

Staff allocated into contingent positions for Mobile Polling and Pre-Polling, come with the understanding that assignment to these positions is based on operational needs and availability and you may or may not be required to work once training has been completed.

### Purpose of the role – Contingent Early Voting Leader

Staff will be trained as a contingency to undertake both Electoral Visitor In Charge (Mobile Polling Team Leader) and the Pre-poll Officer in Charge roles and be ready should any positions become available.

#### Mobile Polling Electoral Visitor in Charge

The Electoral Visitor in Charge works with Electoral Visitor Team Member(s) to deliver a successful mobile polling service during the early voting period (up to 2 weeks before voting day). Mobile polling is a unique and important voting service which enables voters who are unable to attend or have difficulties in attending a polling place to vote with AEC staff.

Mobile polling is conducted within a location that is operated by a service provider, for example a residential aged care facility, residential mental health facility, homeless shelter or a prison.

Mobile polling is usually conducted by one Electoral Visitor in Charge and one to two Electoral Visitor Team members. The Team is supported by the Early Voting Liaison Officer and the divisional office.

The Electoral Visitor in Charge role includes supervising a small team of staff, managing security of materials including ballot papers, liaison with voters and party workers, scrutiny management and return of materials.

#### Key responsibilities

Provide information and support to electors in a patient, compassionate and supportive manner.

- Ensure information is provided clearly and in a manner the elector can understand
- Assist electors to access support (ie language translation materials) as required
- Use an approach to ensure people who may be experiencing health challenges and/or are in a difficult time in their life and may be experiencing barriers to participating in electoral processes feel comfortable during the voting process

Manage the conduct of the election at each location visited by the team.

- Maintain the published voting itinerary in consultation with facility staff
- Ensure that all material needed for polling has been collected and organised before polling
- Ensure that contact is made with the Early Voting Liaison Officer at the conclusion of polling at each location and throughout polling as required

Monitor staff compliance with policy, procedures and ballot paper principles over the polling period.

- Brief staff before polling and ensure all staff are following correct procedures and protocols
- Complete the Electoral Visitor in Charge return, as well as the required compliance checklists and documentation
- Manage voters, party workers, scrutineers and other stakeholders
- Identify, document and report issues and incidents taking appropriate action as per AEC policies and procedures
- Escalate and where appropriate resolve issues, incidents, problems and complaints
- Ensure behaviour of team members is always of a high standard

Management and security of electoral materials.

- Adhere to the ballot paper principles
- Manage and maintain security protocols of electoral materials

### **Pre-Polling Officer in Charge**

The Pre-poll Officer in Charge manages a pre-poll voting centre during the early voting period. This includes the supervision of polling staff, management and security of materials including ballot papers, liaison with voters and party workers, collection and handover/return of materials. The Pre-poll Officer in Charge is also responsible for the preparation and set up of the voting centre before polling commences.

### **Key responsibilities**

Monitor staff compliance with policy, procedure and ballot paper principles

- Brief and supervise staff during operations
- Identify, document and report issues and take appropriate action as directed
- Ensure behaviour of team members is always of a high standard

Management and security of electoral materials

- Collection of electoral materials and handover/return of materials
- Manage and maintain security protocols of electoral materials
- Compliance with legislation, AEC policy, procedures and guidelines

Manage the pre-poll voting centre

- Manage the operations of a pre-poll voting centre
- Manage the set-up, preparation and dismantling of the voting centre
- Brief, supervise and review staff performance during operations
- Manage voters, party workers, scrutineers, and other stakeholders

Accurate completion of all documentation

- Progressively complete the Pre-poll Officer in Charge return
- Complete required checklists and documentation to certify compliance

## **What to expect**

You will:

- complete online and face-to-face training for both Electoral Visitor In Charge (Mobile Polling Team Leader) and the Pre-poll Officer in Charge roles and be ready, should any positions become available.

If a position becomes available:

- work during the early voting period based on a roster
- need to use a private motor vehicle to collect, transport and return electoral material as well as travelling between voting locations with your team member in accordance with AEC policy
- work non-standard or extended hours under pressure in a fast-moving operational environment
- be working in a fast-paced operational environment
- possibly have long periods sitting, standing or driving, and require the ability to lift and carry materials. Electoral materials must be packed and unpacked at each location, you will have a trolley to assist with transporting materials from your car and around the polling location
- work with small groups of diverse people in potentially challenging or complex environments
- be able to communicate clearly, have good attention to detail, and work effectively as part of a team
- have the ability to solve problems remaining calm under pressure and building rapport, while remaining professional, confident, and decisive

All AEC employees are expected to:

- Adhere to the [APS Values and Code of Conduct](#), 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
- Avoid any conflict of interest (real or apparent)
- Not be seen to be publicly active in political affairs, and not intend to publicly engage in these activities during your employment with AEC
- Be familiar with, abide by and promote AEC work health and safety frameworks, policies and procedures
- Follow and promote COVID-19 safety measures
- 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

## 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 electoral materials
- COVID-19 vaccination is required for all mobile polling staff to comply with entry requirements of establishments and communities.
- All staff entering residential aged care facilities also require a 2023 influenza vaccination.
- Facilities or communities may have additional vaccination requirements (such as an up-to-date COVID-19 booster or 2023 Influenza vaccination) which you will need to comply with.
- Other COVID-19 safety measures such as wearing masks and daily rapid antigen testing will apply to this role.
- Access to a mobile phone
- A police check as part of onboarding processes

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remuneration information, including casual loading, overtime, allowances and payment for required training.

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