

Polling Official Role Profile – Polling Place Liaison Officer

Position Details

CEA Classification	EO 5	Engagement Status	CEA Act
Location	Polling Place	Date Last Modified	November 2018
APS Family	Administration	APS Function	General Administrative Support
APS Role	Administrative Support	Work Classification Code	005

Purpose of the role

The purpose of the Polling Place Liaison Officer (PPLO) role is to act as a representative for the Divisional Returning Officer (DRO) to provide assurance that policy and procedure are being adhered to and provide assistance to the Officer in Charge (OIC) as required on polling day. The PPLO will be required to manage emerging complex problems and issues arising in the polling place and report these back to the DRO. The PPLO will also be required to undertake compliance checks and complete compliance check lists in relation to policy and procedures at all times.

This role may also perform the duties of the Early Voting Liaison Officer (EVLO). The purpose of the EVLO role is to act as a representative for the DRO to provide assurance that policy and procedure are being adhered to and provide assistance to the OIC as required during early voting. This role will be required to manage emerging complex problems and issues arising at Pre-Poll Voting Centre (PPVC) and with Mobile Polling teams, and report these back to the DRO. EVLOs will also undertake compliance checks.

This role will be required to alert the OIC to emerging issues or instances of non-compliance where corrective action is needed. This role is focussed on monitoring compliance in identified large polling places and are required to complete reports.

Role context

The PPLO will visit up to 5 polling places at varying times over polling day ensuring each polling place is visited at least twice. This may require travel across large geographical areas and may also require to remotely manage polling places where it is not feasible to travel to.

This role including the EVLO will require the use of a private motor vehicle to travel between polling places and transport polling material.

The EVLO role will be required to visit multiple PPVC's and Mobile Polling teams for the DRO and will be required to work long hours in varying polling place conditions on polling day and may be required to work either side of polling day.

This PPLO role may require to work extended hours across the polling period and will require the use of a private motor vehicle (PMV) to collect polling material and in some cases return material as instructed by the DRO.

Key position responsibilities

- 1 Ensure that all polling place staff adhere to AEC policy, procedures and ballot paper principles:
 - Monitor OIC and staff;
 - Identify issues and take appropriate action.
- 2 Provide polling place staff assistance, materials and advice and feedback to the DRO:
 - Observe and provide advice;
 - Provide feedback/reporting.
- 3 Identify issues and provide solutions, escalate to DRO as required:
 - Document and report on issues resolved or escalated.
- 4 Management and security of electoral materials:
 - Manage and secure materials at all times.

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 time;
- 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 under pressure in a highly agile and fast pace operational environment and take ownership and responsibility for own work;
- Ability to work non-standard or extended hours over a prolonged period of time, including weekend 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;
- Access to a registered and comprehensively insured PMV suitable for transporting polling equipment required for some locations;
- 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;
- Have access to a mobile phone;
- Full and current driver's licence is required with access to a registered and comprehensively insured PMV suitable for transporting polling equipment;
- Secure storage area in home for ballot papers;
- Character clearance, including a police check is required.